



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Queen of Peace

CTD: 07-20-26

Site: Queen of Peace School

Contacts: Renee Baeza, Principal | Clara Parra, Front Office Manager

Review Date: November 26, 2019

Review Period: October 2019

Programs Reviewed:

☒ National School Lunch

☒ School Breakfast

☒ Afterschool Snack

☐ Fresh Fruit & Vegetable

☐ Special Milk

☐ At-Risk Afterschool Meals

No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
Performance Standard 1: Certification & Benefit Issuance- Critical Area			
	No Findings		
Performance Standard 1: Meal Counting & Claiming- Critical Area			
	No Findings		
Performance Standard 2: Meal Components & Quantities- Critical Area			
	No Findings		
Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area			
	No Findings		
Meal Access & Reimbursement: Certification & Benefit Issuance			
	No Findings		

Meal Access & Reimbursement: Verification

No Findings

Meal Access & Reimbursement: Meal Counting & Claiming

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| 1 | SFA did not communicate their local meal charge policy in writing to all households at the beginning of the school year and/or during the school year for new students. | Discussed the Unpaid Meal Charge Policy and referred to memos SP29-2017, SP29-2017a, SP23-2017 and HNS14-2017, which can be found on ADE's website at http://www.azed.gov/hns/memos/ . | <i>Please provide the written notification that will be provided to the households at the beginning of the school year and/or during the school year for new students. Additionally, please provide written assurance that moving forward, all households will be notified in writing of the local meal charge policy at the beginning of the school year and any new student will be notified of the policy after registration.</i> |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No Findings

Resource Management

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| 2 | Paid lunch prices were not adequately increased as required by the PLE tool. Upon review of the AFR from Fiscal year 2018 & 2019, it was concluded that Queen of Peace did not have a \$0 balance as of 1/31/2018 and therefore is not exempt from the PLE requirements. | Discussed requirements for PLE, reminded them of PLE Tool and to keep tool on file, as well as any communication with ADE regarding PLE. Provided technical assistance on how to use the PLE Tool. | <i>Please provide a written description of the procedures that will be implemented to ensure the PLE Tool or other appropriate documentation to support compliance with paid lunch equity requirements will be maintained each school year and that paid lunch prices will be increased as calculations require.</i> |
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General Program Compliance: Civil Rights

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| 3 | Procedures for receiving and processing complaints alleging discrimination within the school meal programs are not in place. | Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., ADE, Food & Nutrition Services Southwest Regional Office, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at:
http://www.azed.gov/hns/civilrights/ .
The Step by Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at
http://www.azed.gov/hns/nslp/trainingps/online/ . | <i>Please provide a written description of the process and procedures for processing complaints alleging discrimination within FNS School Meal Programs. Additionally, the certificate of completion of Step by Step Instruction: How to File a Civil Rights Complaint must be submitted.</i> |
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General Program Compliance: SFA On-Site Monitoring

General Program Compliance: Local Wellness Policy

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| 4 | The LWP did not contain goals for nutrition promotion. | Discussed feasible options for nutrition promotion goals that can be written into the LWP. Discussed activity ideas which included offering contests, surveys, promotions and/or taste testing, providing information to families to encourage consumption of healthy foods at home, and displaying nutrition and health posters throughout campus. Team Nutrition Resources can be found at http://teamnutrition.usda.gov . | <i>None required at this time.</i> |
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5	The LWP did not contain policies for food and beverage marketing.	Discussed updating the LWP to include policies that allow marketing and advertising of only those foods and beverages that meet Smart Snacks Standards during the school day. Explained that this requirement applies to exterior vending machines, posters, menu boards, coolers, trash cans and cups used for beverage dispensing.	<i>None required at this time.</i>
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General Program Compliance: Competitive Food Services

No Findings

General Program Compliance: Professional Standards

6	Employees outside of the School Nutrition Program whose responsibilities assist in the operation of the NSLP/SBP have not received applicable training. Specifically, Victor Chavez, Office Manager, does not have training tracking forms to validate the professional standards requirement to be met in SY20	Discussed 4 hour training requirement, employees' job duties and applicable trainings that could be provided and feasible timeline. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ .	<i>Please provide a training tracking form with the expected date that the training requirement will be met as well as the name, date and content information of trainings that these employees will receive.</i>
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General Program Compliance: Water

No Findings

General Program Compliance: Food Safety, Storage and Buy American

No Findings

General Program Compliance: Reporting & Recordkeeping

No Findings

General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

No Findings

Other Federal Program Reviews: Afterschool Snack Program

7	The Afterschool Snack Program monitoring review was not conducted within the first four weeks of operation and one additional time during the school year.	Discussed ASP monitoring requirements. A sample ASP monitoring form can be found on ADE's website at http://www.azed.gov/hns/nslp/ascsp/ .	<i>Please provide written assurance that the ASP will be monitored once within the first four weeks of operation and one additional time during the school year, and that documentation to support this will be maintained. Additionally provide a completed monitoring form for the ASP.</i>
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Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2020 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not Applicable

Other Federal Program Reviews: Special Milk Program

Not Applicable

Other Federal Program Reviews: At-Risk Afterschool Meals

Not Applicable

Comments/Recommendations:

Thank you for your participation in the NSLP Administrative Review. Keep up the great work!

To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at
<http://www.azed.gov/hns/nslp/>.

Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at
<http://www.azed.gov/hns/nslp/trainings/>.

Fiscal Action Assessed?

☐ No- SBP

☐ Yes- SBP

☐ No- NSLP

☐ Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by February 7, 2020 to Brandon.Estrada@azed.gov or 1535 W Jefferson St Bin #7
Phoenix, Arizona 85007.



1/10/2020

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the National School Lunch
Program Administrative Review Appeal Procedures found here:

<https://cms.azed.gov/home/GetDocumentFile?id=58dbe2581130c01500d4b08b>

Kathy Hoffman, Superintendent of Public Instruction
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