



**Arizona Department of Education
Health and Nutrition Services Division**

Administrative Review Summary Report

School Food Authority Name: St. Anthony of Padua Catholic School

CTD: 11-20-02

Site: St. Anthony of Padua Catholic School

Contacts: Sr. Carol Seidl, Principal | Diana Peck, Office Manager/Enrollment Manager

Review Date: December 18, 2019

Review Period: November 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

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|---|--|---|--|
| 1 | Several applications were converted to annual income despite having reported a single payment frequency. | Referred to Current Income/Conversions section in USDA's Eligibility Manual for School Meal found on ADE's website at http://www.azed.gov/health-nutrition/files/2016/07/2016-eligibility-manual-for-school-meals.pdf . | <i>Please provide written assurance that conversion factors will only be applied to income applications with multiple frequencies.</i> |
|---|--|---|--|

Performance Standard 1: Meal Counting & Claiming- Critical Area

No Findings

Performance Standard 2: Meal Components & Quantities- Critical Area

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|---|---|--|---|
| 2 | Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Production records indicate that 1/2 cup of vegetables were served in a serve-only style service throughout the review period. This leads to insufficient quantities of daily and weekly vegetable requirements within the meal pattern. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations. | Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue | <i>Please provide a written description of the changes that have been made to ensure that Vegetable quantities meet minimum amounts required by the meal pattern.</i> |
|---|---|--|---|

- | | | |
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| <p>3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Production records indicate that vegetable sub-groups: Dark Green & Beans/Peas were not served in sufficient quantities required by the meal pattern. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Vegetable quantities meet minimum amounts required by the meal pattern.</i></p> |
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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

Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No Findings

Resource Management

No Findings

General Program Compliance: Civil Rights

No Findings

General Program Compliance: SFA On-Site Monitoring

No Findings

General Program Compliance: Local Wellness Policy

- | | | | |
|---|--|--|-----------------------------|
| 4 | Documentation could not be provided to support a recent assessment of the implementation of the LWP has been conducted | Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with their LWP, how the LEA's LWP compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. Sample evaluation tools can be found on ADE's website at http://www.azed.gov/hns/nslp/lwp/ . Also discussed feasible means for notifying the public of the results of the most recent assessment. | None required at this time. |
| 5 | The public was not notified of the results of the most recent assessment of the implementation of the LWP. | Discussed requirement to make the most recent assessment available to the public. Also discussed feasible means for notifying the public of the results of the most recent assessment on the implementation of the LWP. The USDA's Local Wellness Policy Outreach Toolkit can be found at https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit . | None required at this time. |

General Program Compliance: Competitive Food Services

No Findings

General Program Compliance: Professional Standards

No Findings

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

Not Applicable

Comments/Recommendations:

Thank you for your participation in the NSLP Administrative Review

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/trainingps/>.

Fiscal Action Assessed?

☐ No- SBP

☐ Yes- SBP

☐ No- NSLP

☒ Yes- NSLP


\$1,627.98

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by February 5, 2020 to Brandon.Estrada@azed.gov or 1535 W Jefferson St Bin #7 Phoenix, Arizona 85007.

 1/10/2020

Reviewer Signature Date

 1/15/2020

Program Director 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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