



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: St. John the Evangelist

CTD: 10-20-04

Site: St. John School

Contacts: Minh Solorazano, Principal / Julie Romero, Cafeteria 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.		<i>None required.</i>
Performance Standard 1: Meal Counting & Claiming- Critical Area			
	No findings.		<i>None required.</i>
Performance Standard 2: Meal Components & Quantities- Critical Area			
	No findings.		<i>None required.</i>
Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area			
	No findings.		<i>None required.</i>
Meal Access & Reimbursement: Certification & Benefit Issuance			
1	The benefit issuance document does not contain all required sections: how eligibility was determined (i.e. free-income application, free-DC, etc.) and the date eligibility status changes were made.	Referred to Step by Step Instruction: How to Create a Benefit Issuance Document (BID) on ADE's website found at http://www.azed.gov/hns/nslp/trainingsp c/	<i>Please provide a complete benefit issuance document that contains all required sections. Additionally, please provide the certificate of completion for Step by Step Instruction: How to Create a Benefit Issuance Document (BID) must be submitted</i>
Meal Access & Reimbursement: Verification			
	No findings.		<i>None required.</i>
Meal Access & Reimbursement: Meal Counting & Claiming			

2	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims.	Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website at http://www.azed.gov/hns/nslp/forms/ . The Step by Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingp	<i>Please provide a completed daily edit check worksheet for the month of November. Additionally, please provide written assurance that daily edit checks will be conducted. Additionally, the certificate of completion of Step by Step Instruction: How to Complete Daily Edit Checks must be submitted.</i>
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.	<i>None required.</i>
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Meal Pattern & Nutritional Quality: Meal Components & Quantities

3	Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast or lunch.	Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at http://www.azed.gov/hns/nslp/mealpattern/ .	<i>Please provide the sign that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast and lunch. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i>
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Resource Management

No findings.	<i>None required.</i>
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General Program Compliance: Civil Rights

No findings.	<i>None required.</i>
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General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

No findings.	<i>None required.</i>
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General Program Compliance: Competitive Food Services

Not applicable.

General Program Compliance: Professional Standards

No findings.	<i>None required.</i>
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General Program Compliance: Water

No findings.	<i>None required.</i>
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General Program Compliance: Food Safety, Storage and Buy American

No findings.

None required.

General Program Compliance: Reporting & Recordkeeping

No findings.

None required.

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

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|---|--|---|---|
| 4 | Although monthly menus are posted on district website and copies are available at each school site, the SFA is not providing reminders throughout the school year about the availability of the SBP. | Discussed methods of notifying families of the availability of the SBP at the start of and throughout the school year and determined which was most feasible. Additionally, discussed SBP reminders must include: serving times, SBP cost and availability. | <i>Please provide a description of how households will be notified of the availability of the SBP at the beginning of and during the school year, and written assurance that this will occur.</i> |
|---|--|---|---|

Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

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:

Congratulations! St. John the Evangelist has completed the Administrative Review in the 2019-20 school year. Thank you for your cooperation and hospitality during the review process. Please continue to 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/trainingsps/>.

Fiscal Action Assessed?

☒ No- SBP

☐ Yes- SBP

☒ No- NSLP

☐ Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 27, 2020 to Walter Jacobson at Walter.Jacobson@azed.gov or 416 West Congress, Tucson, AZ 85701.



12/24/2019

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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