



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: St. Louis the King Catholic School

CTD: 07-20-94

Site: St. Louis the King Catholic School

Contacts: Joseph Zielinski, Principal and Hiroshima Rascon, Lunch Program Director

Review Date: April 25, 2024

Review Period: March 2024

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
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#### Performance Standard 1: Certification and Benefit Issuance – Critical Area

*No findings.*

#### Performance Standard 1: Meal Counting and Claiming – Critical Area

*No findings.*

#### Performance Standard 2: Meal Components & Quantities – Critical Area

1 The following vegetable subgroups were not offered during the review period at lunch: Red/Orange & Beans/Peas (Legumes). This was not determined to be a repeat finding from the previous cycle and did not contribute toward fiscal action calculations.	Discussed vegetable subgroup requirements for the age/grade groups served. vegetable Subgroup Quick Guide can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/form">https://www.azed.gov/hns/nslp/form</a> under the Menu Planning accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.	<i>One week of lunch production records which demonstrate compliance with the vegetable subgroups was provided on-site. Please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i>
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| <p>2 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily vegetable quantities were not met at lunch from March 18-22, 2024. This was not determined to be a repeat finding from the previous cycle and therefore did not contribute 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 (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>One week of lunch production records which demonstrates that at least 3/4 cup of required vegetables are being served daily was provided on-site. Please provide a written description of the changes that have been made to ensure that at least 3/4 cup vegetables will be served daily to meet meal pattern requirements.</i></p>       |
| <p>3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly vegetable quantities were not met at lunch from March 18-22, 2024. This was not determined to be a repeat finding from the previous cycle and therefore did not contribute 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 (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>One week of lunch production records which demonstrates that at least 3 3/4 cup of required vegetables are being served weekly was provided on-site. Please provide a written description of the changes that have been made to ensure that at least 3 3/4 cup vegetables will be served weekly to meet meal pattern requirements.</i></p> |

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**Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area**

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No findings.

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**Meal Access & Reimbursement: Certification and Benefit Issuance**

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| 4 | The benefit issuance document did not accurately reflect method of certification. Specifically, 1 student matched in Medicaid free, but was recorded on the benefit issuance document as extended foster.  | Discussed that eligibility certification, including method of certification, must be properly transferred to the benefit issuance document. Reviewed benefits deemed eligible to be extended within a household.  | <i>Please provide written procedures that will be implemented to ensure that the benefit issuance document reflects the correct method of certification indicated on the direct certification reports.</i>  |
| 5 | Direct certification matches were not conducted according the proper time frames, which is at least once at or around the beginning of the school year, three months after the initial effort and six months after the initial effort). Specifically, direct certification remained inactive for 119 days. | Referred to Direct Certification for Assistance Programs section in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion. Additionally, used school calendar to plot timeframes for running reports. The NSLP At A Glance Calendar and The Monthly Checklist for School Food Authorities can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Calendar and Checklists accordion. | <i>Please provide a written description of the changes that have been implemented to ensure direct certification will be conducted according to the proper time frames. Additionally, please provide written assurance that, moving forward, direct certification will be run according to the prescribed timeframes for all students enrolled.</i> |

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**Meal Access & Reimbursement: Verification**

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| 6 | The person designated as the confirming official is the same person who makes eligibility determinations. | Discussed requirement for having a designated official for conducting confirmation reviews who is not the same person who determined eligibility. The Online Training: Verification Review found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion. | <i>Please provide the name and title of the individual designated as the confirming official. Additionally, please provide written assurance that the person designated as the confirming official will not be the same person who determines eligibility.</i> |
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| <p>7 The Notice of Adverse Action was not adequate. Specifically, Notice of Adverse Action did not indicate the reason for the change in benefits or instruction that an appeal must be filed within 10 calendar days advance notice.</p>   | <p>Discussed requirements for notifying households of adverse action, including timelines and dates to be included on the notice. Referred to Letter of Verification Results and Online Training: Verification Review found at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion. Referred to Letter of Verification Results and Online Training: Verification Review found at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a></p> | <p><i>Please provide written assurance that an adequate notice of adverse action will be provided to households that will have a decrease in benefits. Additionally, provide a copy of the form that will be used for this purpose.</i></p> |
| <p>8 Verification procedures were not followed correctly. Specifically, households for whom benefits were to be reduced or terminated were not given 10 calendar days written advance notice of the change. Specifically, the status was decreased on the same day the household received the Notice of Adverse Action.</p> | <p>Discussed proper verification procedures and referred to ADE's Verification Tracking Form and Online Training: Verification Review on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.</p>   | <p><i>Please provide the written procedures for ensuring that households for whom benefits were to be reduced or terminated will be given 10 calendar days written advance notice of the change.</i></p>                                    |

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**Meal Access & Reimbursement: Meal Counting and Claiming**

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| <p>9 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.</p> | <p>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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.</p> | <p><i>Please provide a completed daily edit check worksheet for the most recently submitted claim month. Additionally, please provide written assurance that daily edit checks will be conducted.</i></p> |
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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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*Not applicable.*

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**Meal Pattern & Nutritional Quality: Meal Components and Quantities**

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| <p>10 The changes made to the planned menu during the review period were not acceptable substitutions. Specifically the substitution of fries for Garbanzo beans on March 18, 2024 and the substitution of broccoli for Carrots on March 20, 2024 were deemed unacceptable substitutions resulting in missing vegetable subgroups.</p> | <p>Discussed acceptable changes to the menu, importance of ensuring substitutions still allow the meal pattern requirements to be met. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.</p> | <p><i>Please provide a written description of the changes that have been implemented to ensure that any changes made to the planned menu will meet meal pattern requirements.</i></p> |
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**Resource Management**

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*No findings.*

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**Procurement**

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*No findings.*

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**General Program Compliance: Civil Rights**

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*No findings.*

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**General Program Compliance: SFA On-Site Monitoring**

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*No findings.*

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**General Program Compliance: Local Wellness Policy**

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*No findings.*

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**General Program Compliance: Competitive Food Services**

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*No findings.*

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**General Program Compliance: Professional Standards**

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*No findings.*

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**General Program Compliance: Water**

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*No findings.*

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**General Program Compliance: Food Safety, Storage and Buy American**

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*No findings.*

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**General Program Compliance: Reporting and Recordkeeping**

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| <p>11 Lunch production records provided do not accurately report portion sizes for meals served during the week of review. Specifically, the portion size for Hot Dog on March 18, 2024 was indicated as "1 Corn Dog," the portion size for Corn Dog on March 20,2024 was indicated as "1 Bowl," and the portion size for frozen strawberries on March 20,2024 was indicated as "1 Orange."</p> | <p>Discussed updating portion sizes to reflect substitutions: Production Record Overview Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.</p> | <p><i>Please provide one week of production records that demonstrates appropriate portion sizes. Additionally, please provide written assurance that portion sizes will be properly updated when substitutions are made.</i></p> |
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**General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach**

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*No findings.*

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**Other Federal Program Reviews: Afterschool Snack Program**

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Not applicable.

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2024 if applicable.

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**Other Federal Program Reviews: Fresh Fruit and Vegetable Program**

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Not applicable.

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**Other Federal Program Reviews: Special Milk Program**

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Not applicable.

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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Not applicable.

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**Comments/Recommendations:**

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Congratulations! St. Louis the King Catholic School has completed the administrative review for the 2023-2024 school year. Thank you for your hospitality and organization during the review process. It is evident that you are working hard to ensure your students are fed healthy meals in a welcoming environment.

**To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <https://www.azed.gov/hns/nslp/forms> under the Calendars and Checklists tab.**

**Training: In-person classes, web-based training, and how-to guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>.**

**Fiscal Action Assessed?**

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| <input checked="" type="checkbox"/> No- SBP  | <input type="checkbox"/> Yes- SBP  | [\$0] |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | [\$0] |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **June 21, 2024** to Karen Chingofor at [Karen.Chingofor@azed.gov](mailto:Karen.Chingofor@azed.gov).

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Reviewer Signature \_\_\_\_\_ Date \_\_\_\_\_

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the [School Food Authority Appeal Procedure for the Administrative Review](#) found under the Reviews Conducted by the State Agency accordion on ADE's National School Lunch and School Breakfast Program webpage.

Tom Horne, Superintendent of Public Instruction  
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