



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Kayenta Boarding School

CTD: 01-40-11

Site(s): Kayenta Community School

Contacts: Felicia Parrish, Principal and Evelyn T. Begay, Food Service Manager

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

No findings.

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

No findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting and Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

Not applicable.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

<p>1 During the week of review, at least 80% of grains served at lunch were not whole grain-rich.</p>	<p>Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.</p>	<p><i>Please provide one week of lunch production records and supporting documentation (CN Label, PFS, ingredient lists, Nutrition Facts labels, etc.) that demonstrate at least 80% of grains served at lunch were whole grain-rich.</i></p>
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Resource Management

<p>2 Documentation to support the nonprofit school food service account's revenues and expenditures from July 1, 2022–June 30, 2023 was not provided.</p>	<p>Discussed the importance of establishing a financial management system and internal controls needed to accurately track and maintain all revenues and expenditures of the nonprofit school food service program. Discussed recordkeeping requirements and timeframe of 5 years.</p>	<p><i>Please provide the nonprofit school food service account's revenue and expenditure reports from Fiscal Year 2023. Additionally, please provide a description of the systems or processes that will be implemented to ensure supporting documentation for revenues and expenditures is kept on file for a minimum of 5 years and will be made available to ADE upon request.</i></p>
<p>3 A sufficient plan was not provided for the use of \$32,789.01 Supply Chain Assistance funds.</p>	<p>Discussed that the attestation statement signed by the SFA detailed that the SFA will use SCA funds only for purchasing unprocessed or minimally processed domestic food products and that SFAs are required to maintain purchasing and other related records for review and audit purposes. Referred to SP 03-2022: Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs located on ADE's website at https://www.azed.gov/hns/memos.</p>	<p><i>Please provide a plan on how the remaining amount of Supply Chain Assistance funds will be spent. Additionally, provide a written description of how documentation of expenses will be maintained.</i></p>
<p>4 A system or process to sufficiently separate nonprogram food cost from program food revenue has not been implemented. Specifically, nonprogram costs are not taken into consideration as foods are served at no cost to students seeking a snack during the school day.</p>	<p>Discussed feasible methods for separating costs. Discussed costs from non-program foods requirements.</p>	<p><i>Please provide a description of the systems that will be developed to separate nonprogram food costs from program food costs and assurance that those systems will be implemented.</i></p>

Procurement

No applicable.

General Program Compliance: Civil Rights

5 The public/media release provided to local media, the unemployment office and local employers considering large layoffs did not contain all required sections. Specifically, the date of publication was missing.	Discussed schools operating the National School Lunch Program and/or School Breakfast Program must provide public notification regarding the availability of school meals and the eligibility criteria at or near the beginning of the school year. Referred to the template release that can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Outreach accordion.	<i>Please provide a copy of updated public media/release template which demonstrates compliance. Additionally, please provide written assurance that the public/media release provided to local media, the unemployment office and local employers considering large layoffs will contain all required sections.</i>
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General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

6 The review and update of the Local Wellness Policy (LWP), as specified in the policy itself, is not occurring nor is documentation being kept on file to support this.	Discussed why the review and update is not occurring and what can be done to ensure this occurs as specified in the LWP. Discussed maintaining records to document compliance. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nsfp/training under the Online Training accordion.	<i>Please provide a written description of how the LWP will be reviewed and updated as well as how reviews and updates will be documented.</i>
7 A recent assessment of the implementation of the Local Wellness Policy (LWP) has not 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. Utilizing the LWP activity and assessment tool, reporting templates and the model policy comparison tool. Additionally, discussed feasible means for notifying the public of the results of the most recent assessment. Sample evaluation tools can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful Webinar can be found on ADE's website at https://www.azed.gov/hns/nsfp/training under the Online Training accordion.	<i>Please provide a written plan for conducting an assessment of the implementation of the LWP. This plan must include who will be designated as the oversight official, who will be invited to participate in the assessment process, and the date by which the assessment is expected to be completed.</i>

8 The public is not being notified of the existence and contents of the Local Wellness Policy (LWP).	Discussed feasible means of notifying the public about the LWP. Update the school website with the most recent local wellness policy. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion.	<i>Please provide a written description of how the public will be notified of the existence and contents of the LWP.</i>
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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

9 Storage violations were observed. Specifically, canned goods held in dry storage areas contained bulges and dents.	Discussed specific violations and feasible solutions. Referred to Arizona's School Food Safety Guidance found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety accordion. Additionally, discussed Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ .	<i>Please provide a written description of the changes that have been made to correct the storage violations found.</i>
10 Storage violations were observed. Specifically, fresh produce boxes in the walk-in cooler were overstacked causing items to be crushed.	Discussed specific violations and feasible solutions. Referred to Arizona's School Food Safety Guidance found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety accordion. Additionally, discussed Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ .	<i>Please provide a written description of the changes that have been made to correct the storage violations found.</i>

General Program Compliance: Reporting and Recordkeeping

11 Production record crediting is inaccurate. Specifically, the documented component contributions for items served during the week of review were inaccurate according to the USDA food buying guide.	Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for the menu items served. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
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General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach

No findings.

Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

Other Federal Program Reviews: Seamless Summer Option

Not applicable.

Other Federal Program Reviews: Fresh Fruit and 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! Kayenta Boarding 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?

- No- SBP Yes- SBP
 No- NSLP Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 5, 2024 to Jackie Rodriguez at Jackie.Rodriguez@azed.gov.

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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This institution is an equal opportunity provider.