



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Peridot/Our Saviors Lutheran Elementary School  
CTD: 04-20-02  
Site: Peridot - Our Savior's Lutheran School

Contacts: Benjamin Pagel, Principal and Lois Sprengeler Wesley, Cafeteria Manager

Review Date: October 2024

Exit Conference Date: October 29, 2024

Review Period: September 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 During the review period, the required meal components were not offered to students every day at lunch. Specifically, on September 9, 2024 no grain component was served. This contributed toward fiscal action calculations and resulted in the termination of performance-based reimbursement (extra 9-cents) until sufficient corrective action is received.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., review of production records prior to service, menu training, etc.). Discussed with cafeteria staff how to properly identify meal pattern components, as well as strategies for ensuring all components are present throughout meal service. 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. Please note that violations involving missing components will result in fiscal action and termination of performance-based reimbursement (extra 9 cents).	<i>Please provide a written description of the changes that have been made to ensure that all required meal components are offered to students at lunch every day.</i>
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| <p>2 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 7.25 oz eq grain was served on September 9-13, 2024 when 8 oz eq is required weekly at lunch for grades K-8. This was not 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.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly grain quantities at lunch meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i></p>                          |
| <p>3 During the week of review, at least 80% of grains served at lunch were not whole grain-rich. Specifically, only 79.31% of grains served at lunch during September 9-13, 2024 were whole grain-rich and only 36.6% of grains served at breakfast during September 9-13, 2024 were whole grain rich. This finding was deemed systemic at breakfast due to enriched products being served at breakfast consistently throughout the review period.</p>  | <p>Discussed requirement for at least 80% of grains served to be whole grain-rich, how to identify whole grain-rich items, and potential changes to the menu to increase whole grain-rich percentage. 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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.</p>   | <p><i>Please provide one week of breakfast and lunch production records and supporting documentation (e.g., Child Nutrition label, Product Formulation Statement, ingredient lists, Nutrition Facts labels, etc.) that demonstrate at least 80% of grains served at breakfast and lunch were whole grain-rich.</i></p> |
| <p>4 Fluid milk was not available in at least two varieties at breakfast and lunch during the review period. Specifically, only one milk variety was available on September 9, 2024 and September 13, 2024 for breakfast and on September 13, 2024 for lunch. This finding was deemed systemic at breakfast due to only one milk variety being offered twice a week with cereal. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p> | <p>Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free, unflavored; fat-free, flavored; low-fat (1%), unflavored; and low-fat (1%) flavored. Please note that repeated violations involving milk requirements may result in fiscal action.</p>  | <p><i>Please provide one week of breakfast and lunch production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast and lunch.</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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*No findings*

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**Meal Access & Reimbursement: Verification**

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*No findings*

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

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- 5 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 <https://www.azed.gov/hns/nsfp/forms> under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at <https://www.azed.gov/hns/nsfp/training> under the Online Training Library accordion. *Please provide a completed daily edit check worksheet for the most recently submitted claim month. Additionally, please provide written assurance that the attendance factor reflected on the daily edit check worksheet will be updated annually.*

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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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*No findings*

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**Resource Management**

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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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*Not applicable*

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**General Program Compliance: Local Wellness Policy**

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| 6 | The recent assessment of the implementation of the Local Wellness Policy did not meet the Final Rule requirements. Specifically, the assessment did not assess compliance or progress made in the following areas: Policies for Food and Beverage Marketing and Public Involvement, Public Updates, and Evaluation Plan. | Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. 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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful Webinar 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 accordion. | <i>Please provide a written plan on how the assessment of the implementation of the Local Wellness Policy will meet Final Rule requirements, including the assessment of compliance and progress with Policies for Food and Beverages Marketing and Public Involvement, Public Updates, and Evaluation Plan.</i> |
| 7 | The public was not notified of the results of the most recent assessment of the implementation of the Local Wellness Policy.   | 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 Local Wellness Policy. The USDA's Local Wellness Policy Outreach Toolkit can be found at <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit">https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit</a> .   | <i>Please provide the notification provided to the public of the results of the most recent assessment of the implementation of the Local Wellness Policy. Additionally, please provide written assurance that the public will be notified of results each time the Local Wellness Policy is assessed.</i>       |

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**General Program Compliance: Competitive Food Services**

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*Not applicable*

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**General Program Compliance: Professional Standards**

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| 8 | The School Nutrition Program Director hired after July 1, 2015 did not meet the hiring standard requirements for LEAs with student enrollment of 2,499 or less. | Referred to hiring standard requirements and discussed with appropriate district HR/school staff. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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. | <i>Please provide ADE approval letter that grants flexibility to hire Lois Sprengeler Wesley as a candidate that meets the educational standards but lacks the required experience for the Professional Standards Director Hiring Requirements.</i> |
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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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| 9  | Production record crediting is inaccurate. Specifically, fruit and vegetable contributions served on September 9-13, 2024 were recorded in ounces on breakfast and lunch production records when meal pattern contributions for fruit and vegetables are measured in cups. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Additionally discussed that crediting information is not a required element of a production record and therefore is not required to be included on the production record. Crediting resources 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 Menu Planning accordion. | <i>Please provide a production record that reflects the correct crediting information for fruit and vegetable. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on production records.</i>                  |
| 10 | Production record crediting is inaccurate. Specifically, Goldfish Cinnamon Cookie served at breakfast on September 9, 2024 credited as 0.75 oz eq; however, the production record indicated it contained 1.0 oz eq.  | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Additionally discussed that crediting information is not a required element of a production record and therefore is not required to be included on the production record. Crediting resources 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 Menu Planning accordion. | <i>Please provide a production record that reflects the correct crediting information for Goldfish Cinnamon Cookie. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
| 11 | Production record crediting is inaccurate. Specifically, Blueberry Muffin served at breakfast on September 11, 2024 credited as 0.75 oz eq; however, the production record indicated it contained 1.0 oz eq.   | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Additionally discussed that crediting information is not a required element of a production record and therefore is not required to be included on the production record. Crediting resources 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 Menu Planning accordion. | <i>Please provide a production record that reflects the correct crediting information for Blueberry Muffin. 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**

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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 2025 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 on completing the Administrative Review! Thank you for your hard work and cooperation during this process.

**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    \$0  
 No- NSLP       Yes- NSLP    \$558.42

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 10, 2025 to Berenice Camacho Castaneda, [Berenice.CamachoCastaneda@azed.gov](mailto:Berenice.CamachoCastaneda@azed.gov). The response must be on organizational letterhead and signed by an authorized representative and must indicate that corrective actions will be implemented SFA-wide.

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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  
1535 West Jefferson Street • Phoenix Arizona 85007 • [www.azed.gov](http://www.azed.gov)  
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This institution is an equal opportunity provider.