

Health and Nutrition Services Division

Administrative Review Summary Report

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|--|---|-------------------|--|--|--|--|--|
| | nool Food Authority Name: Kaizen Educa | tion Foundation | n dba South Pointe Elemer | ntary School | | | |
| | D: 07-89-99 | | | | | | |
| Site | e: Kaizen Education Foundation dba Sout | th Pointe Eleme | entary School | | | | |
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| Cor | Contacts: Mary Berg, Chief Operating Officer and Heather Williams, Director of School Nutrition | | | | | | |
| | Review Date: January 21, 2025 | | | | | | |
| | Exit Conference Date: January 21, 2025 | 1 | | | | | |
| | Review Period: December 2024 | | | _ | | | |
| | <u> </u> | l School Lunch | ✓ School Breakfast | Afterschool Snack | | | |
| | Fresh Fruit 8 | | Special Milk | At-Risk Afterschool Meals | | | |
| No. | | | Assistance Provided | Required Corrective Action | | | |
| | | ndard 1: Certific | ation and Benefit Issuance | - Critical Area | | | |
| | No findings. | | | | | | |
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| | | tandard 1: Mea | I Counting and Claiming – C | Critical Area | | | |
| | No findings. | | | | | | |
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| | | andard 2: Meal | Components & Quantities – | Critical Area | | | |
| | No findings. | | | | | | |
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| Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area | | | | | | | |
| | No findings. | | | | | | |
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| | | | ent: Certification and Benefi | | | | |
| 1 | Although Kaizen Education Foundation dba | | | The school food service website has been | | | |
| | South Pointe Elementary School is operating | | | updated to omit the link to a Free and | | | |
| | on Community Eligibility Provision, the school's food service website includes a | | | Reduced Price Meals Application. Please | | | |
| | Free and Reduced-Price Meals Application | | ools participating in the ibility provision. Any local | provide written assurance that, while the school is participating in the Community | | | |
| | ("Income Form"). | | ency seeking to obtain | Eligibility Provision, applications for free and | | | |
| | (| • | data must develop, conduct, | reduced-price school meals will not be | | | |
| | | and fund this ef | ffort entirely separate from, | distributed via the National School Lunch | | | |
| | | | he auspices of, the National | Program. | | | |
| | | | Program or School Breakfast | | | | |
| | | Program. | | | | | |
| Meal Access & Reimbursement: Verification | | | | | | | |
| | No findings. | | | | | | |
| | No infamgs. | | | | | | |

| Meal Access & Reimbursement: Meal Counting and Claiming | | | | | |
|--|--|--|--|--|--|
| No findings. | | | | | |
| Meal P | attern & Nutritional Quality: Offer Versus S | erve | | | |
| No findings. | | | | | |
| Meal Pattern 8 | & Nutritional Quality: Meal Components and | Quantities | | | |
| No findings. | and the second components and | | | | |
| | Resource Management | | | | |
| Supply chain assistance funds were not used appropriately. Specifically, \$19,443.59 of Supply Chain Assistance funds were used to purchase nonprogram foods for holiday giveaways, student of the month breakfast events, a camping trip, holiday baskets, and welcome baskets. | Discussed that SFAs must limit the purchase and use of domestic food products d to support only the National School Lunch Program and School Breakfast Program meal services. Referred to USDA's | Please provide a plan on how the \$40,345.50 of Supply Chain Assistance funds will be spent. Additionally, please provide supporting documentation which reflects that the \$19,443.59 was reimbursed to the nonprofit school food service account with non-Federal funds. | | | |
| | General Program Compliance: Civil Rights | | | | |
| The USDA nondiscrimination statement on Kaizen Education Foundation dba South Pointe Elementary School's food service webpage is not the most current USDA statement. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate. | The food service webpage has been updated to include the most current USDA statement. Additionally, please provide written assurance that all program materials have been updated with the proper language. | | | |
| | l Program Compliance: SFA On-Site Monito | oring | | | |
| Not applicable. | | | | | |
| Gener | al Program Compliance: Local Wellness Po | licy | | | |
| No findings. | | | | | |
| | Program Compliance: Competitive Food Se | | | | |

procurement responsibilities must complete 2025. Please provide written assurance that annual training on Federal procurement annual training on Federal procurement standards annually. Training Curriculum for standards will be completed annually. Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Build Your Employees Training Plans accordion. Procurement Basics training can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. **General Program Compliance: Water** No findings. General Program Compliance: Food Safety, Storage and Buy American No findings. General Program Compliance: Reporting and Recordkeeping No findings. 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 Will be reviewed in Summer 2025 if 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

General Program Compliance: Professional Standards

Discussed that school nutrition program

with National School Lunch Program

directors, management, and staff tasked

The School Nutrition Programs director has

added ADE's Procurement Basics training

to their tracker to be completed in April 24.

4 School Nutrition Programs director has not

completed annual training on Federal

procurement standards.

Not applicable.

| Commen | its/Reco | mmenc | lations: |
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Congratulations! Kaizen Education Foundation dba South Pointe Elementary School has completed the administrative review for the 2024-2025 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. Your team works marvelously together in order to do an outstanding job implementing the National School Lunch Program and School Breakfast Program. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a supportive environment. It is recommended that the At-Risk Afterschool Meals be looked into if seeking ways to feed students on non-school days.

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- NSLI Fiscal Action under \$600 will be disreg | > \$0 |
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| • | nse by February 28, 2025 to Kariann Sadlon at <u>Kariann.Sadlon@azed.gov</u> . The tterhead and signed by an authorized representative and must indicate that SFA-wide. |
| 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
"We are a service organization committed to raising academic outcomes and empowering parents."

This institution is an equal opportunity provider.