



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Kaizen Education Foundation dba South Pointe Elementary School
CTD: 07-89-99
Site: Kaizen Education Foundation dba South Pointe Elementary School

Contacts: Mary Berg, Chief Operating Officer and Heather Williams, Director of School Nutrition

Review Date: January 21, 2025

Exit Conference Date: January 21, 2025

Review Period: December 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

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| 1 Although Kaizen Education Foundation dba South Pointe Elementary School is operating on Community Eligibility Provision, the school's food service website includes a Free and Reduced-Price Meals Application ("Income Form"). | Discussed that a local educational agency or school must not collect applications for free and reduced-price school meals on behalf of children in schools participating in the community eligibility provision. Any local educational agency seeking to obtain socioeconomic data must develop, conduct, and fund this effort entirely separate from, and not under the auspices of, the National School Lunch Program or School Breakfast Program. | <i>The school food service website has been updated to omit the link to a Free and Reduced Price Meals Application. Please provide written assurance that, while the school is participating in the Community Eligibility Provision, applications for free and reduced-price school meals will not be distributed via the National School Lunch Program.</i> |
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Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting and Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings.

Resource Management

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| 2 | 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 to support only the National School Lunch Program and School Breakfast Program meal services. Referred to USDA's Allocation of SCA Funds to Alleviate Supply Chain Disruptions in the School Meals Programs - Questions & Answers and SCA Funds: An Overview for State Agencies Webinar Follow-up QAs located on FNS's website at https://www.fns.usda.gov/cn/allocation-supply-chain-assistance-funds . | <i>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.</i> |
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General Program Compliance: Civil Rights

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| 3 | 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. | <i>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.</i> |
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General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

No findings.

General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

4 School Nutrition Programs director has not completed annual training on Federal procurement standards.	Discussed that school nutrition program directors, management, and staff tasked with National School Lunch Program procurement responsibilities must complete annual training on Federal procurement standards annually. Training Curriculum for 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.	<i>The School Nutrition Programs director has added ADE's Procurement Basics training to their tracker to be completed in April 24, 2025. Please provide written assurance that annual training on Federal procurement standards will be completed annually.</i>
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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

Not applicable.

