



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Kaibeto Boarding School
CTD: 03-40-03
Site: Kaibeto Boarding School

Contacts: Christopher Bennett, KBS Principal
Alison Yazzie, School Cook Supervisor

Review Date: March 25, 2025

Exit Conference Date: March 25, 2025

Review Period: February, 2025

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

No Findings.

Resource Management

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| 1 | Documentation was not provided to support the plan or usage of Supply Chain Assistance funds. | Discussed that the attestation statement signed by the SFA detailed that the SFA will use Supply Chain Assistance (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 . | <i>Please provide a plan or documentation demonstrating how the \$7,001.94 of Supply Chain Assistance funds will be/were spent.</i> |
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General Program Compliance: Civil Rights

No Findings.

General Program Compliance: SFA On-Site Monitoring

Not Applicable.

General Program Compliance: Local Wellness Policy

No Findings.

General Program Compliance: Competitive Food Services

Not Applicable.

General Program Compliance: Professional Standards

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| 2 | The School Nutrition Programs director have 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. Additionally discussed that procurement training may count towards the professional standards training standards. 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>Please provide the certificate of completion of Procurement Basics (or an equivalent training on Federal procurement standards) for the School Nutrition Programs director. Additionally, 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

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| 3 | The site application in CNPWeb does not accurately reflect the At-Risk snack and supper meal pattern participation that were observed on site. Specifically, the site application indicated the NSLP meal pattern was followed when actually the CACFP meal pattern is followed is the current practice Kaibeto Boarding School. | Discussed requirement to report current procedures to the State agency and the ability to do so through updating applications in CNPWeb and contacting the Health and Nutrition Services Specialist to alert them of the changes. | <i>Please submit a new site application in CNPWeb that accurately reflects the At-Risk meal pattern. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</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

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

- 5** An on-site At-Risk snack service review was not completed within the first four weeks of operation at Kaibeto Boarding School. Discussed SFAs are required to perform no less than two on-site snack service reviews of the At-Risk Afterschool Meals each year, one occurring within the first four weeks of operation. The At-Risk Afterschool Meals Site Review Form for Snacks can be found on ADE's website at <https://www.azed.gov/hns/afterschool/progr amforms> under the Operational accordion. *Please provide a written description of the process that has been put in place to ensure that all sites operating At-Risk Afterschool Snacks will receive two on-site reviews each year, one occurring within the first four weeks of operation.*
- 6** An on-site At-Risk meal service review was not completed by February 1 at Kaibeto Boarding School for At-Risk Supper. Discussed SFAs are required to perform no less than one on-site meal service review of the At-Risk Afterschool Meals by February 1 each year. The At-Risk Afterschool Meals Site Review Form for Meals <https://www.azed.gov/hns/afterschool/progr amforms> under the Operational accordion. *Please provide a completed At-Risk Afterschool Meals Site Review Form for Meals. Additionally, please provide a written description of the process that has been put in place to ensure that all sites operating At-Risk Afterschool Meals will receive a review prior to February 1 annually.*

Comments/Recommendations:

Congratulations Kaibeto Boarding School on completing the administrative review for school year 2024-2025! Your dedication to ensuring the nutritional well-being of your students, while navigating staffing limitations, is truly commendable. To maintain and improve compliance, I suggest engaging in training opportunities regarding any upcoming changes or updates to the NSLP regulations and best practices. This could involve attending webinars, participating in state-sponsored workshops, or utilizing online resources. Thank you for welcoming into your school.

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 \$0.00

No- NSLP Yes- NSLP \$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **May 26, 2025** to Danielle Kirksey at Danielle.Kirksey@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.

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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