



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Pensar Academy

CTD: 07-82-28

Site: Pensar Academy

Contacts: Sandra Zupetz, Principal, Gerry Garcia Director of Operations

Review Date: December 18, 2020

Review Period: November 2020

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
<b>Performance Standard 1: Certification &amp; Benefit Issuance- Critical Area</b>			
	No findings.		

<b>Performance Standard 1: Meal Counting &amp; Claiming- Critical Area</b>			
	No findings.		

<b>Performance Standard 2: Meal Components &amp; Quantities- Critical Area</b>			
1	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically the minimum 1 cup of fruit was not served any day during the review period at breakfast. This also resulted in the weekly minimum fruit quantity not being met. This was not a repeat finding from cycle two, therefore did not contribute toward fiscal action calculations.	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.). National School Breakfast 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 tab. The Step by Step Instruction: How to Plan a Breakfast 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 How-To Guides tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide a written description of the changes that have been made to ensure that fruit daily and weekly quantities meet minimum amounts required by the breakfast meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Breakfast Menu must be submitted.</i>

- |  |   |  |
|--|---|--|
| <p>2 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically the minimum 3/4 cup of vegetables was not served any three days during the review period. This also resulted in the weekly minimum vegetable quantity not being met. This was not a repeat finding from cycle two, 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.). 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 tab. 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 How-To Guides tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>         | <p><i>Please provide a written description of the changes that have been made to ensure that vegetable daily and weekly quantities meet minimum amounts required by the lunch meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p> |
| <p>3 Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically the minimum 1 cup of fruit was not served. This was not a repeat finding from cycle two, 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.). National School Breakfast 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 tab. The Step by Step Instruction: How to Plan a Breakfast 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 How-To Guides tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that fruit daily quantities meet minimum amounts required by the breakfast meal pattern.</i></p>   |

---

**Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area**

---

No findings.

---

**Meal Access & Reimbursement: Certification & Benefit Issuance**

---

No findings.

---

**Meal Access & Reimbursement: Verification**

---

No findings.

---

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

---

No findings.

---

**Meal Pattern & Nutritional Quality: Offer Versus Serve**

---

Not applicable.

<b>Meal Pattern &amp; Nutritional Quality: Meal Components &amp; Quantities</b>		
No findings.		
<b>Resource Management</b>		
No findings.		
<b>General Program Compliance: Civil Rights</b>		
No findings.		
<b>General Program Compliance: SFA On-Site Monitoring</b>		
No findings.		
<b>General Program Compliance: Local Wellness Policy</b>		
No findings.		
<b>General Program Compliance: Competitive Food Services</b>		
No findings.		
<b>General Program Compliance: Professional Standards</b>		
No findings.		
<b>General Program Compliance: Water</b>		
No findings.		
<b>General Program Compliance: Food Safety, Storage and Buy American</b>		
No findings.		
<b>General Program Compliance: Reporting &amp; Recordkeeping</b>		
No findings.		
<b>General Program Compliance: School Breakfast Program &amp; Summer Food Service Program Outreach</b>		
4	Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year.	Discussed other resources within the local area to provide families regarding meals during the summer months when school is not in session and how to notify families. Summer feeding locations can be found at <a href="https://www.azhealthzone.org/">https://www.azhealthzone.org/</a> .  <i>Please provide a description of how households will be notified of the availability of the SFSP prior to the end of the school year and written assurance that this will occur. If you do not plan to operate the SFSP and no other entities reasonably close to your site operate the SFSP, please provide a description of other community resources that will be provided to households prior to the end of the school year.</i>

---

**Other Federal Program Reviews: Afterschool Snack Program**

---

Not applicable.

---

**Other Federal Program Reviews: Seamless Summer Option**

---

Will be reviewed in Summer 2021 if applicable.

---

**Other Federal Program Reviews: Fresh Fruit & 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 on the completion of the SY2020/2021 Administrative Review. Thank you for the truly excellent work your staff does to provide a nutritious meal program to your participants!

**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 February 12, 2021 to Bekah McLeod at [bekah.mcleod@azed.gov](mailto:bekah.mcleod@azed.gov).



1/15/2021

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 on the National School Lunch Program Administrative Review tab on the ADE website.

Equity for all students to achieve their full potential  
www.azed.gov – (602) 542-8700 – 1535 West Jefferson Street • Phoenix, Arizona 85007 Bin # 7  
This institution is an equal opportunity provider