



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Milestones Charter School

CTD: 07-87-91

Sites: AAEC - SMCC Campus, Career Success School - Sage Campus, Milestones Charter School, Pleasantview Christian Elementary, Robert L. Duffy High School, SABIS International, and Tech Campus

Contacts: Tara Cabardo, Administrator and Sharie Banbury, Food Service Director

Review Date: November 15–19, 2021

Review Period: October 2021

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 & Benefit Issuance- Critical Area

*Not applicable.*

#### Performance Standard 1: Meal Counting & Claiming- Critical Area

1	<p>Breakfast and lunch meal counts during the month of review did not support that reimbursable meal counts are accurate at Pleasantview Christian Elementary. Specifically, meal counts exceeded students in attendance multiple days. This was deemed a systemic error and contributed towards fiscal action calculations. A full recalculation of breakfasts and lunches served for the months of August–November will be conducted at Pleasantview Christian Elementary.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Discussed using daily edit checks to monitor this. An Active Daily Edit Check Worksheet can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/forms/">http://www.azed.gov/hns/nslp/forms/</a> under the Operational tab.</p>	<p><i>Changes to the procedures of meal counting and claiming have been made at Pleasantview Christian Elementary to ensure that meal counts do not exceed the number of eligible students and a fiscal recalculation will be conducted. A full recalculation of meals was conducted using counts from 30 operating days of utilizing the new counting and claiming procedures.</i></p>
2	<p>Meal count totals for the month of review were not correctly combined and recorded at SABIS International. Specifically, Breakfast in the Classroom counts were not totaled correctly on several days resulting in an underclaim of 5 breakfasts during the month of review. This was deemed a non-systemic error and 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.</p>	<p><i>Please provide a written description of changes to the process of consolidating breakfast in the classroom counts that have been implemented to ensure accurate breakfast totals at SABIS International.</i></p>

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| 3 | Meal count totals for the day of review were not correctly combined and recorded at SABIS International. Specifically, Breakfast in the Classroom counts were not totaled correctly resulting in an underclaim of 1 breakfast during the day of review. This was deemed a non-systemic error and 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. | <i>Please provide a written description of changes to the process of consolidating breakfast in the classroom counts that have been implemented to ensure accurate breakfast totals at SABIS International.</i>          |
| 4 | Unallowable methods of meal counting were observed at breakfast during the month of review at SABIS International. Specifically, two classrooms were striking one line through multiple meal counts rather than marking each student as they received breakfast. This was deemed a non-systemic error and 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. | <i>The SFA provided training and resources to SABIS International teachers prior to the day of review. Reviewer did not observe unallowable meal count methods while on site. No further corrective action required.</i> |

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**Performance Standard 2: Meal Components & Quantities- Critical Area**

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| 5 | Observation: Multiple items ran out during lunch service at AAEC - SMCC Campus including baby carrots, fresh apples, Uncrustables, and Hummus Grab N Gos. Students were able to take two servings of fruit juice and confetti bean salad to meet minimum quantities requirements for each component, but students served at the end of the meal period had considerably less variety to choose from.              | Discussed strategies for ensuring all students have equal access to all lunch options (e.g., increasing amount of items ordered, forecasting based on previous services, etc.).   | <i>No corrective action required.</i>   |
| 6 | The meal service was not structured to comply with the meal pattern requirements of the multiple grade groups that were served at SABIS International. Specifically, a cart of select food items are brought to K-2 classrooms for lunch service. During the day of review, only 1/4 cup bags of celery were brought; students were given two bags (1/2 cup) to which they responded with surprise and confusion. | Discussed allowable meal pattern grade groups per the grades served and feasible options for structuring the meal service to comply with quantity requirements (e.g., increasing prepackaged vegetable portions, restructuring meal service, offering additional vegetables, etc.). 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 implemented to ensure that meal pattern requirements are met for all grade groups at SABIS International.</i> |

<p>Lunch quantities observed on the day of review did not meet minimum amounts required by the meal pattern at SABIS International. Specifically, only 1/2 cup of vegetable was made available to K-2 students during lunch service. This was determined to be a repeat finding from previous cycle and contributed 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., increasing prepackaged vegetable portions, providing more vegetable options, reconfiguring K-2 lunch service, 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 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 Online Training Library tab. 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 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 daily vegetable quantities at lunch meet minimum amounts required by the meal pattern for K-2 students at SABIS International.</i></p>
<p>7</p>		
<p>Quantities observed on the day of review did not meet minimum amounts required by the meal pattern at lunch. Specifically, one lunch containing just a slice of pizza and 4 baby carrots (1/4 cup vegetable) was counted for reimbursement at lunch at SABIS International. This was determined to be a repeat finding from previous review cycle and contributed 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., signage at the salad bar, Offer Versus Serve training for cashiers, etc.). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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 tab. 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 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 at SABIS International to ensure that all lunches counted for reimbursement meet minimum amounts required by the meal pattern.</i></p>
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<p>On the day of review, the required meal components were not available on every reimbursable meal service line to all students during the meal service at Tech Campus. Specifically, each student was instructed to take both celery and carrots with every meal resulting in 10 Sweet &amp; Sour Chicken w/ WG Rice entrees being served without a vegetable component available. This contributed toward fiscal action calculations and resulted in the termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.</p>	<p>Discussed strategies for ensuring all students have equal access to all components (e.g., increasing amount of items ordered, training staff on Offer Versus Serve requirements, forecasting based on previous services, etc.).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that all required meal components are available to all students during lunch services at Tech Campus.</i></p>
<p>Fluid milk was not available in at least two varieties at lunch at Tech Campus. Specifically, only 3 low-fat, unflavored milks were put out at the beginning of meal service and ran out during meal service leaving students with no choice of milk variety. This was determined to be a repeat finding from previous review cycle and contributed toward fiscal action calculations.</p>	<p>Discussed milk variety requirement and feasible options for compliance (e.g., forecasting based on previous services, training staff to replenish any variety that runs out during service, etc.). Please note that repeated violations involving milk requirements 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 at Tech Campus to ensure that two varieties of milk are available throughout the entire service at lunch.</i></p>
<p>Observation: Most items ran out during lunch service at Tech Campus including baby carrots, celery, Sweet &amp; Sour Chicken w/ WG Rice, Buffalo Chicken Salad w/ Ranch, Hummus Grab &amp; Go, and 1% white milk. This resulted in at least two students not being provided a lunch.</p>	<p>Discussed strategies for ensuring all students have equal access to all lunch options (e.g., increasing amount of items ordered, forecasting based on previous services, etc.).</p>	<p><i>No corrective action required.</i></p>
<p>Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, two meals containing just a Sweet &amp; Sour Chicken w/ WG Rice and 1/4 cup package of baby carrots were counted for reimbursement at lunch at Career Success School - Sage Campus. This was determined to be a repeat finding from previous review cycle and contributed 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., increasing prepackaged vegetable portions, Offer Versus Serve training for cashiers, etc.). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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 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 at Career Success School - Sage Campus to ensure that all lunches counted for reimbursement meet minimum amounts required by the meal pattern.</i></p>

<p>Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, one meal containing just chicken taquitos and 1/4 cup package of celery was counted for reimbursement at lunch at Milestones Charter School. This was determined to be a repeat finding from previous review cycle and contributed 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., increasing prepackaged vegetable portions, Offer Versus Serve training for cashiers, etc.). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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 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 at Milestones Charter School to ensure that all lunches counted for reimbursement meet minimum amounts required by the meal pattern.</i></p>
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**Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area**

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*Not included in follow-up review.*

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

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*Not applicable.*

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**Meal Access & Reimbursement: Verification**

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*Not applicable.*

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

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<p>14 Daily edit checks are not being conducted appropriately at AAEC - SMCC Campus, Career Success School - Sage Campus, Milestones Charter School, Pleasantview Christian Elementary, Robert L. Duffy High School, SABIS International, and Tech Campus. Specifically, eligible participants are split into eligibility categories when all meals are being claimed as free and the attendance factors being utilized do not match the claims.</p>	<p>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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational tab. The Step-by-Step Instruction: How to Complete Daily Edit Checks 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 tab.</p>	<p><i>Please provide a completed daily edit check worksheet for the month of November. Additionally, please provide written assurance that daily edit checks will be conducted appropriately moving forward. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete Daily Edit Checks must be submitted.</i></p>
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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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15	Signage which explains what constitutes a reimbursable meal was not displayed to K-2 students at lunch at SABIS International.	Discussed feasible options for signage and potential content and methods for posting. Printable POS Signage 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 tab.	<i>Please provide the sign that will be displayed to K-2 students that demonstrates what constitutes a reimbursable meal at lunch. Additionally, please provide a written description of where this sign will be placed to ensure visibility to K-2 students during service in the classroom.</i>
16	Offer versus Serve (OVS) was not implemented properly at Tech Campus. Specifically, students were instructed to take all components and, therefore, were not given the option to decline components.	Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. Reviewed menu and discussed options for a reimbursable meal under OVS. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals tab.	<i>Please provide a written description demonstrating how OVS will be implemented properly during lunch services at Tech Campus. Additionally, please provide written assurance that, moving forward, OVS will be implemented properly at Tech Campus.</i>
17	Offer versus Serve (OVS) was not implemented properly at Career Success School - Sage Campus. Specifically, students were instructed to go back in line when they had a reimbursable meal (Sweet & Sour Chicken w/ WG Rice and 1/2 cup 100% fruit juice).	Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. Reviewed menu and discussed options for a reimbursable meal under OVS. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals tab.	<i>Please provide a written description demonstrating how OVS will be implemented properly during lunch services at Career Success School - Sage Campus. Additionally, please provide written assurance that, moving forward, OVS will be implemented properly at Career Success School - Sage Campus.</i>

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**Meal Pattern & Nutritional Quality: Meal Components & Quantities**

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*No findings.*

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**Resource Management**

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18	The Annual Financial Report (AFR) was completed inaccurately. Specifically, Milestones Charter School's food service general ledger report did not correspond with the AFR submitted for Fiscal Year 2021. An AFR revision had to be submitted in order for food service general ledger revenues and expenditures to match the AFR.	Reviewed and discussed errors with the SFA. Suggested routing AFR to a second designated official for review prior to submission.	<i>Please describe the steps that will be taken to ensure that the AFR accurately reflects food service revenues and expenditures in future fiscal years.</i>
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19	<p>Indirect costs were incorrectly calculated. Specifically, food services was charged directly for portions of costs (electricity, bond payments, and copier rental). The total dollar amount of indirect costs charged were allowable; however, the method of calculating indirect costs is incorrect and may lead to overcharging the food service program in the future.</p>	<p>Discussed proper classification of direct/indirect costs. Reviewed requirements that indirect costs be charged consistently across the SFA as required in 2 CFR 200.412-414. Referred to the USDA's Indirect Cost Guidance Manual located at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals tab, which can be used as a resource when calculating indirect costs.</p>	<p><i>Please provide the calculation or tool that will be used to determine the amount of indirect costs charged to the nonprofit school food service account moving forward. Additionally, please provide a written plan detailing the steps that will be taken to ensure indirect costs are calculated accurately.</i></p>
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20	<p>A plan for spending remaining emergency operational costs funds (\$55,270.59) was not in place.</p>	<p>Program operators receiving emergency funds must provide information on the planned and/or eventual use of the funds to either reimburse any local source of funds used to supplement the nonprofit school food service account during the reimbursement period to offset the impact of pandemic operations on that account or be used in accordance with normal program requirements. Referred to SP 06-2021a: Q&amp;A for Program Reimbursement for Emergency Operational Costs for Child Nutrition Programs during the COVID-19 Pandemic located on ADE's website at <a href="https://www.azed.gov/hns/memos">https://www.azed.gov/hns/memos</a>.</p>	<p><i>Please provide a plan for spending the remaining emergency operational costs funds (\$55,270.59).</i></p>
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**General Program Compliance: Civil Rights**

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21	<p>The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, Breakfast in the Classroom outreach materials did not contain the nondiscrimination statement.</p>	<p>Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and whether long or short statement would be most appropriate.</p>	<p><i>Please provide an updated program material (Breakfast in the Classroom outreach) with the correct nondiscrimination statement. Additionally, please provide written assurance that all distributed program materials will include the nondiscrimination statement.</i></p>
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**General Program Compliance: SFA On-Site Monitoring**

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*Not included in follow-up review.*

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**General Program Compliance: Local Wellness Policy**

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*No findings.*

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**General Program Compliance: Competitive Food Services**

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*Not included in follow-up review.*

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**General Program Compliance: Professional Standards**

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No findings.

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**General Program Compliance: Water**

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Not included in follow-up review.

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**General Program Compliance: Food Safety, Storage and Buy American**

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22	Although a copy of the written food safety plan was available at all sites, they were not site-specific. This was corrected at all sites following the AAEC - SMCC Campus visit.	Discussed that the written food safety plan should be site specific (i.e., when utilizing ADE's template, the front pages need to be filled out with the specific site's meal service and equipment information).	<i>Food safety plans were updated to be site-specific during the course of the on-site review. Please provide written assurance that all food safety plans will reflect the site's specific meal service and equipment.</i>
23	Storage violations were observed. Specifically, cleaning solution was stored on top of the refrigerator at AAEC - SMCC Campus.	Discussed specific violations and feasible solutions. Referred to Arizona's School Food Safety Guidance found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Food/Health Safety tab. Additionally, discussed Food Safety Online Courses can be found on ICN's website at <a href="https://theicn.org/icn-resources-a-z/food-safety/">https://theicn.org/icn-resources-a-z/food-safety/</a> .	<i>This was corrected on site. Please provide written assurance that chemicals will be stored away from food and beverages.</i>
24	The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools and at off-site storage facilities: SunCup juices. Specifically, supporting documentation was not maintained by the SFA demonstrating limited availability of domestic fruit juice. A blanket statement from the manufacturer was provided; however, SFAs are responsible for documenting the hardship indicated.	Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the nonprofit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Operational tab. Buy American Recorded Webinar and FAQ can be found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/training">https://www.azed.gov/hns/nsfp/training</a> under the Online Training Library tab.	<i>Please provide supporting documentation demonstrating hardship faced in procuring a domestic fruit juice. If no longer offering this product, please provide the product(s) that will be served in its place.</i>



**General Program Compliance: Reporting & Recordkeeping**

25	<p>Breakfast production records at SABIS International showed identical meal counts and used servings during the month of review and day of review while reviewer observed multiple combinations being selected by students and various amounts of items left over after Breakfast in the Classroom service that would result in unidentical numbers of used servings for each item to make up the total meal count.</p>	<p>Discussed importance of the server (whether SFA or caterer depending on meal service) completing production records before meal service to document the actual amount of items served and after meal service to record the actual amount of each item left over. Discussed that the total meal count should not be used when filling out used servings.</p>	<p><i>Please provide a written description of the changes that have been made to procedures for completing breakfast production records at SABIS International to ensure items left over are accurately recorded.</i></p>
26	<p>Lunch production records at SABIS International do not indicate different offerings being provided to K-2 students.</p>	<p>Discussed using separate production records for each menu or Production Record for Multiple Grade Groupings 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 tab. Production Record Overview Recorded Webinar &amp; Webinar Slides 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 tab.</p>	<p><i>Please provide one week of completed lunch production records that include specific offerings to K-2 students. Additionally, the certificate of completion of Production Record Overview must be provided.</i></p>
27	<p>Lunch production records were not reflective of actual meal service at Tech Campus. Specifically, the pre-filled "prepped" amounts did not match the actual amount of items put out during meal service (most notably, three low-fat, unflavored milks were put out during meal service and the production record stated six low-fat, unflavored milks were put out during lunch service).</p>	<p>Discussed importance of the server (whether SFA or caterer depending on meal service) completing production records before meal service to document the actual amount of items served and after meal service to record the actual amount of items left over.</p>	<p><i>Please provide a written description of the changes that have been made to procedures for completing lunch production records at Tech Campus to ensure items served and items left over are accurately recorded.</i></p>
28	<p>Production record crediting is inaccurate. Specifically, Hummus Grab N Go served at Pleasantview Christian Elementary during the review period contained 1/2 cup vegetable; however, the production record indicated it contained 3/4 cup vegetable.</p>	<p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. 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 tab.</p>	<p><i>Reviewer observed production records with the revised crediting information for Hummus Grab N Go entrees served throughout the week of on-site reviews. No further corrective action required.</i></p>

29	<p>Production record crediting is inaccurate. Specifically, Bean &amp; Check Burrito served at Pleasantview Christian Elementary during the review period contained 2.25 oz eq grain; however, the production record indicated it contained 2.0 oz eq grain.</p>	<p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Menu Planning tab.</p>	<p><i>Please provide a production record that reflects the correct crediting information for Bean &amp; Cheese Burrito. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p>
30	<p>Production record crediting is inaccurate. Specifically, Cheese Pizza - Sardella's served at AAEC - SMCC Campus, Milestones Charter School, Pleasantview Christian Elementary, Robert L. Duffy High School, SABIS International, and Tech Campus during the review period contained 2.5 oz eq grain; however, some production records indicated it contained 2.25 oz eq grain and others indicated in contained 3.5 oz eq grain.</p>	<p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Menu Planning tab.</p>	<p><i>Reviewer observed production records with the revised crediting information for Cheese Pizza - Sardella's entrees served throughout the week of on-site reviews. No further corrective action required.</i></p>
31	<p>Production record crediting is inaccurate. Specifically, Buffalo Chicken Salad w/ Ranch served at AAEC - SMCC Campus, Career Success School - Sage Campus, Milestones Charter School, Pleasantview Christian Elementary, Robert L. Duffy High School, SABIS International, and Tech Campus during the review period and day of review contained 2.0 oz eq grain; however, some production records indicated it contained 2.5 oz eq grain and others indicated it contained 2.25 oz eq grain.</p>	<p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Menu Planning tab.</p>	<p><i>Please provide a production record that reflects the correct crediting information for Buffalo Chicken Salad w/ Ranch. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p>
32	<p>Production record crediting is inaccurate. Specifically, Biscuits &amp; Gravy served at Pleasantview Christian Elementary during the review period contained 2.25 oz eq meat/meat alternate; however, the production record indicated it contained 2.0 oz eq meat/meat alternate.</p>	<p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Menu Planning tab.</p>	<p><i>Please provide a production record that reflects the correct crediting information for Biscuits &amp; Gravy. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p>
33	<p>Production record crediting is inaccurate. Specifically, Chopped Chef Salad w/ Ranch served at AAEC - SMCC Campus, Milestones Charter School, Pleasantview Christian Elementary, Robert L. Duffy High School, SABIS International, and Tech Campus during the review period contained 1 1/8 cup vegetable; however, the production record indicated it contained 1 1/4 cup vegetable.</p>	<p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/forms">https://www.azed.gov/hns/nsfp/forms</a> under the Menu Planning tab.</p>	<p><i>Please provide a production record that reflects the correct crediting information for Chopped Chef Salad w/ Ranch. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p>

- 34 Production record crediting is inaccurate. Specifically, Cheesy Lasagna served at AAEC - SMCC Campus, Career Success School - Sage Campus, Milestones Charter School, Robert L. Duffy High School, SABIS International, and Tech Campus during the review period contained 2.25 oz eq meat/meat alternate; however, the production record indicated it contained 2.0 oz eq meat/meat alternate.
- Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Menu Planning tab.
- Please provide a production record that reflects the correct crediting information for Cheesy Lasagna. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.*
- 35 Production record crediting is inaccurate. Specifically, Creamy Chicken Alfredo served at AAEC - SMCC Campus, Career Success School - Sage Campus, Milestones Charter School, Robert L. Duffy High School, SABIS International, and Tech Campus during the review period contained 2.25 oz eq meat/meat alternate and 2.75 oz eq grain; however, the production record indicated it contained 2.0 oz eq meat/meat alternate and 2.0 oz eq grain.
- Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Menu Planning tab.
- Please provide a production record that reflects the correct crediting information for Creamy Chicken Alfredo. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.*
- 36 Production record crediting is inaccurate. Specifically, Beef Walking Taco served at AAEC - SMCC Campus, Career Success School - Sage Campus, Milestones Charter School, Robert L. Duffy High School, SABIS International, and Tech Campus during the review period contained 2.25 oz eq meat/meat alternate; however, the production record indicated it contained 2.0 oz eq meat/meat alternate.
- Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Menu Planning tab.
- Please provide a production record that reflects the correct crediting information for Beef Walking Taco. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.*
- 37 Production record crediting is inaccurate. Specifically, Breakfast Burrito served at SABIS International during the review period contained 1.75 oz eq grain; however, the production record indicated it contained 1.0 oz eq grain.
- Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Menu Planning tab.
- Please provide a production record that reflects the correct crediting information for Breakfast Burrito. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.*
- 38 Recipe was inaccurate for Peanut Butter Grab N Go. Specifically, the recipe stated that 4 ounces of peanut butter is served when actually 4 tablespoons of peanut butter is used.
- Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Menu Planning tab.
- Please provide an updated recipe for Peanut Butter Grab N Go. Additionally, please provide a written description of changes made to ensure weights and measurements are correctly reflected on recipes.*

39	Production record crediting is inaccurate. Specifically, Green Chile Quesadilla served at AAEC - SMCC Campus during the day of review contained 2.25 oz eq grain; however, the production record indicated it contained 3.0 oz eq grain.	Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. 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 tab.	<i>Please provide a production record that reflects the correct crediting information for Green Chile Quesadilla. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
40	Production record crediting is inaccurate. Specifically, Sloppy Joe served at Pleasantview Christian Elementary during the day of review contained 2.5 oz eq meat/meat alternate; however, the production record indicated it contained 2.0 oz eq meat/meat alternate.	Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. 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 tab.	<i>Please provide a production record that reflects the correct crediting information for Sloppy Joe. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
41	Production record crediting is inaccurate. Specifically, Turkey Sub served at Pleasantview Christian Elementary during the day of review contained 2.25 oz eq meat/meat alternate; however, the production record indicated it contained 2.0 oz eq meat/meat alternate.	Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. 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 tab.	<i>Please provide a production record that reflects the correct crediting information for Sloppy Joe. 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 & 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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42	Production records do not support that the Afterschool Care Snack Program (ASCSP) meal pattern was met on the following dates at Milestones Charter School: 10/19/2021 and 10/22/2021. Specifically, a 1/2 cup portion of apples was provided when a minimum of 3/4 cup is required for the fruit component.	Discussed the meal pattern requirements of the ASCSP. The ASCSP meal pattern table can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool">https://www.azed.gov/hns/afterschool</a> under the Meal Pattern tab.	<i>Please provide ASCSP production records for 5 consecutive days that demonstrate that the ASCSP meal pattern requirements have been met. Additionally, please provide written assurance that the ASCSP meal pattern will be adhered to at all times.</i>
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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2022 if applicable.

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**Other Federal Program Reviews: Fresh Fruit & 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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Milestones Charter School has completed the follow-up administrative review required as a result of previous administrative review findings. Thank you for your sense of urgency and hospitality throughout the review process. Findings were noted in both areas of concern (Performance Standard 1: Meal Counting and Claiming and Resource Management), therefore Milestones Charter School will be placed on High Risk status until an administrative review demonstrating compliance in these areas is completed.

**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?

<input type="checkbox"/> No- SBP	<input checked="" type="checkbox"/> Yes- SBP	\$1,465.19
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$3,095.64

Fiscal Action under \$600 will be disregarded.

Corrective action has been received and approved.



2/22/2022

Reviewer Signature

Date



2/22/2022

Program Director 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.

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