



**Arizona Department of Education  
Health and Nutrition Services Division**

**Administrative Review Summary Report**

School Food Authority Name: Sage Academy, Inc.

CTD: 07-86-88

Site(s): Sage Academy

Contacts: Lenny Letcher, Executive Director & Lynnette Letcher, Administrator

Review Date: January 20, 2022

Review Period: December 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**

No Findings.

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

1	Fluid milk was not available in at least two varieties at breakfast in the K-2 classrooms. Specifically, only one type of milk was available or students to choose from.	Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide steps that will be taken to ensure 2 varieties of fluid milk will be available at breakfast in all classrooms.</i>
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**Performance Standard 2: Dietary Specifications & Nutrient Analysis - Critical Area**

Not Applicable

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

Not Applicable

**Meal Access & Reimbursement: Verification**

Not Applicable

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

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| 2 | Meals counted for reimbursement during breakfast in one downstairs classroom were not served through an adequate point of service. Teacher counted total meals after all students were served.             | Discussed potential procedures and further training that will be implemented, as well as who would be responsible.   | <i>Please provide a written description of procedures that have been implemented to ensure that meals served during meal times are counted through an adequate point of service.</i>   |
| 3 | On the day of review an adult was provided lunch free of charge and was counted as a reimbursable meal. The SFA corrected this on-site, and therefore it did not contribute to fiscal action calculations. | Discussed how the current system allowed for this occurrence to happen and ways to rectify it in the future (training, staff memo, a talking point in staff meeting, signage at point of service, etc.). | <i>The adult meal was removed from the reimbursable meal count during the review. Please provide a written description of changes that have been implemented to ensure non-program adult meals are recorded separately and written communication notifying staff of adult meal prices, OR provide the written communication notifying staff that non-program adult meals are not being provided by the school food service</i> |

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

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No Findings.

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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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No Findings

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**General Program Compliance: Civil Rights**

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| 4 | The public media release provided to local media, the unemployment office and local employers considering large layoffs did not contain all required sections. Specifically, the table for Federal Income Eligibility Guidelines were missing from the public media release. | Discussed schools operating SSO must provide public notification regarding the availability of school meals and the eligibility criteria at or near the beginning of the school year. For SY 2021-2022, schools participating in SSO should notify households that meals will be offered free through SSO. Referred to HNS 17-2021 & SP 15-2021 (Q10).<br>Additionally, referred to the template release that 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 Outreach tab. | <i>Please provide a copy of updated public media release template which demonstrates compliance. Additionally, please provide the steps that will be taken to ensure the public/media release will contain all required sections prior to being provided to all local media, the unemployment office and local employers considering large layoffs.</i> |
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**General Program Compliance: SFA On-Site Monitoring**

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No Findings

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**General Program Compliance: Local Wellness Policy**

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5 There is not a designated Local Wellness Policy (LWP) oversight official.	Discussed LWP requirements. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar 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 Tab.	<i>Please provide a written plan for how the missing element of the LWP will be included. The plan should include draft language of the element to be added, who will be involved in updating the LWP and the date the update is expected to be completed. Additionally, provide written assurance that the LWP will be specific to your institution.</i>
6 The Local Wellness Policy (LWP) did not contain goals for other school-based activities.	Discussed developing a LWP with goals for other school-based activities. Discussed other school-based activity ideas which included the HealthierUS School Challenge, offering staff wellness training to inspire them to serve as role models, sponsoring health fairs and incorporating school gardens and/or the Farm to School Program. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar 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 Tab.	<i>Please provide a written plan for how the missing elements of the LWP will be included. The plan should include draft language of the element(s) to be added, who will be involved in updating the LWP and the date the update is expected to be completed. Additionally, provide written assurance that the LWP will be specific to your institution.</i>
7 The required stakeholders are not being permitted to be involved in the review and update of the Local Wellness Policy (LWP). Specifically, community members are not permitted in the review and update of the LWP.	Discussed LEAs must permit participation by the general public and school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the wellness policy process. Guidance on assembling a Local Wellness Policy Team can be found on Team Nutrition's website at <a href="https://www.theicn.org/cnss/community-connection/assembling-the-team/">https://www.theicn.org/cnss/community-connection/assembling-the-team/</a> . The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar 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 Tab.	<i>None required at this time.</i>
8 Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the Local Wellness Policy (LWP). Policy should state how stakeholders will be informed.	Discussed feasible means of notifying potential stakeholders of their ability to participate. [Newspapers, social media, radio] The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar 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 Tab.	<i>None required at this time.</i>

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**General Program Compliance: Competitive Food Services**

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No Findings

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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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No Findings

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

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| 9 | Temperatures are not consistently taken using thermometers located inside of storage areas. Specifically, a thermometer was not located inside of the refrigerators in the kitchen space and the SFA was using the external thermometer to check temperatures. | Discussed taking temperatures from inside of the storage areas for a more accurate reading. Referred to Arizona's School Food Safety Guidance 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 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>Please provide photos or invoices of internal thermometers purchased and placed in the refrigerators temperatures will be taken. Additionally, please provide a written standard operating procedure that refrigerator temperatures will be taken utilizing thermometers located inside of the refrigerators.</i> |
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**General Program Compliance: Reporting & Recordkeeping**

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| 10 | Production record crediting and recipe crediting are inconsistent. Production record and recipe at lunch service spaghetti w/ meat sauce were not accurate. The meat sauce and cheese credits as 3.75oz eq and the SFA production record and recipe indicates 3oz eq. | 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 updated recipes and production records with consistent crediting.</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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Not Applicable

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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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Congratulations! Sage Academy, Inc. has completed the Administrative Review for the 2021-2022 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 and School Breakfast Programs. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a supportive environment.

**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 checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **March 4, 2022** to Danielle Kirksey at [Danielle.Kirksey@azed.gov](mailto:Danielle.Kirksey@azed.gov)

Originally Signed

2/7/2022

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.

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