



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

Administrative Review Summary Report

School Food Authority Name: Skyline Schools, Inc.

CTD: 07-89-14

Site(s): Skyline D5, South Valley Prep and Arts School and Vector Prep and Arts Academy

Contacts: Swen Anderson, President and Robert Dreger, Foodservice Director

Review Date: January 25-27, 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

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| 1 Vector Prep and Arts Academy BIC: Quantities observed on the day of review did not meet minimum amounts required by the breakfast meal pattern. Specifically, students received 2oz pkg of grapes and 4oz of juice, not the required 1c of fruit. Additionally, resulted in juice being served more than 50% of the time. This was determined to be finding attributed to supply chain disruptions. | Referred to HNS 31-2021 Waiver Guidance for Operating the Summer Food Service Program during Unanticipated School Closures in School Year 2021-2022 and HNS 30-2021 Guidance on the Use of the School Year 2021-2022 Meal Pattern Waiver found on ADE's website at https://www.azed.gov/hns/memos . Additionally, discussed HNS has released a webform for all Child Nutrition Program operators to report any food supply disruptions. Food supply disruptions are challenges in purchasing and receiving food or supplies through normal channels, unanticipated cancellation of food and supply contracts, lack of availability of certain foods or supplies, unexpected substitution of food products, and increased food and supply prices. Reporting Food Supply Disruptions webform can be found on ADE's website at https://www.azed.gov/hns/covid19 under the Reporting Food Supply Disruptions accordion. | <i>Please provide the steps that will be taken to ensure documentation supporting supply chain disruptions is maintained. Additionally, provide written assurance that this documentation will be kept on file for a minimum of five years.</i> |
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| <p>2 Skyline D5 BIC (Monday) and Vector Prep and Arts Academy BIC (Tuesday): Quantities observed during the review period did not meet minimum amounts required by the breakfast meal pattern. Specifically, students received 2oz pkg of grapes and 4oz of juice, not the required 1c of fruit. Additionally, resulted in juice being served more than 50% of the time. This was determined to be a finding attributed to supply chain disruptions.</p> | <p>Referred to HNS 31-2021 Waiver Guidance for Operating the Summer Food Service Program during Unanticipated School Closures in School Year 2021-2022 and HNS 30-2021 Guidance on the Use of the School Year 2021-2022 Meal Pattern Waiver found on ADE's website at https://www.azed.gov/hns/memos. Additionally, discussed HNS has released a webform for all Child Nutrition Program operators to report any food supply disruptions. Food supply disruptions are challenges in purchasing and receiving food or supplies through normal channels, unanticipated cancellation of food and supply contracts, lack of availability of certain foods or supplies, unexpected substitution of food products, and increased food and supply prices. Reporting Food Supply Disruptions webform can be found on ADE's website at https://www.azed.gov/hns/covid19 under the Reporting Food Supply Disruptions accordion.</p> | <p><i>Please provide the steps that will be taken to ensure documentation supporting supply chain disruptions is maintained. Additionally, provide written assurance that this documentation will be kept on file for a minimum of five years.</i></p> |
| <p>3 Vector Prep and Arts Academy: Quantities observed during the review period did not meet minimum amounts required by the lunch meal pattern. Specifically, vegetable subgroup red/orange weekly requirements for Grade Grouping 9-12 (1 1/4c) and K-8 (3/4c) were not met. This was determined to be a repeat finding attributed to supply chain disruptions and therefore did not contribute toward fiscal action calculations per USDA's COVID-19: Child Nutrition Response #100.</p> | <p>Referred to HNS 31-2021 Waiver Guidance for Operating the Summer Food Service Program during Unanticipated School Closures in School Year 2021-2022 and HNS 30-2021 Guidance on the Use of the School Year 2021-2022 Meal Pattern Waiver found on ADE's website at https://www.azed.gov/hns/memos. Additionally, discussed HNS has released a webform for all Child Nutrition Program operators to report any food supply disruptions. Food supply disruptions are challenges in purchasing and receiving food or supplies through normal channels, unanticipated cancellation of food and supply contracts, lack of availability of certain foods or supplies, unexpected substitution of food products, and increased food and supply prices. Reporting Food Supply Disruptions webform can be found on ADE's website at https://www.azed.gov/hns/covid19 under the Reporting Food Supply Disruptions accordion.</p> | <p><i>Please provide the steps that will be taken to ensure documentation supporting supply chain disruptions is maintained. Additionally, provide written assurance that this documentation will be kept on file for a minimum of five years.</i></p> |

- 4 Skyline D5 (Thursday), South Valley Prep and Arts School (Friday) and Vector Prep and Arts Academy (Friday) Grade Grouping 9-12: Quantities observed during the review period did not meet minimum amounts required by the lunch meal pattern. Specifically, daily grain requirement was not met. The Chicken Drumette w/ Breadstick served credits 1.75oz/eq grain, not the required 2oz/eq grain. This was determined to be a repeat finding from previous cycle and contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.
- 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.). 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. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).
- Please provide a written description of the changes that have been made to ensure that the Chicken Drumette w/ Breadstick grain quantities meet minimum amounts required by the lunch meal pattern.*
- 5 Skyline D5, South Valley Prep and Arts School and Vector Prep and Arts Academy Grade Grouping K-8: Quantities observed during the review period did not meet minimum amounts required by the lunch meal pattern. Specifically, weekly grain minimum requirement of 8oz/eq was not met due to the small PB&J Uncrustable served daily. This was determined to be a repeat finding attributed to supply chain disruptions and therefore did not contribute toward fiscal action calculations per USDA's COVID-19: Child Nutrition Response #100.
- Referred to HNS 31-2021 Waiver Guidance for Operating the Summer Food Service Program during Unanticipated School Closures in School Year 2021-2022 and HNS 30-2021 Guidance on the Use of the School Year 2021-2022 Meal Pattern Waiver found on ADE's website at <https://www.azed.gov/hns/memos>. Additionally, discussed HNS has released a webform for all Child Nutrition Program operators to report any food supply disruptions. Food supply disruptions are challenges in purchasing and receiving food or supplies through normal channels, unanticipated cancellation of food and supply contracts, lack of availability of certain foods or supplies, unexpected substitution of food products, and increased food and supply prices. Reporting Food Supply Disruptions webform can be found on ADE's website at <https://www.azed.gov/hns/covid19> under the Reporting Food Supply Disruptions accordion.
- Please provide the steps that will be taken to ensure documentation supporting supply chain disruptions is maintained. Additionally, provide written assurance that this documentation will be kept on file for a minimum of five years.*

6 Skyline D5, South Valley Prep and Arts School and Vector Prep and Arts Academy Grade Grouping K-8: Quantities observed during the review period did not meet minimum amounts required by the lunch meal pattern. Specifically, weekly m/ma minimum requirement of 9oz/eq was not met due to the small PB&J Uncrustable served daily. This was determined to be a repeat finding attributed to supply chain disruptions and therefore did not contribute toward fiscal action calculations per USDA's COVID-19: Child Nutrition Response #100.

Referred to HNS 31-2021 Waiver Guidance for Operating the Summer Food Service Program during Unanticipated School Closures in School Year 2021-2022 and HNS 30-2021 Guidance on the Use of the School Year 2021-2022 Meal Pattern Waiver found on ADE's website at <https://www.azed.gov/hns/memos>. Additionally, discussed HNS has released a webform for all Child Nutrition Program operators to report any food supply disruptions. Food supply disruptions are challenges in purchasing and receiving food or supplies through normal channels, unanticipated cancellation of food and supply contracts, lack of availability of certain foods or supplies, unexpected substitution of food products, and increased food and supply prices. Reporting Food Supply Disruptions webform can be found on ADE's website at <https://www.azed.gov/hns/covid19> under the Reporting Food Supply Disruptions accordion.

Please provide the steps that will be taken to ensure documentation supporting supply chain disruptions is maintained. Additionally, provide written assurance that this documentation will be kept on file for a minimum of five years.

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

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

Not applicable.

Meal Access & Reimbursement: Verification

Not applicable.

Meal Access & Reimbursement: Meal Counting & Claiming

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| 7 Skyline D5, South Valley Prep and Arts School and Vector Prep and Arts Academy: Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims. | 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 https://www.azed.gov/hns/nslp/forms under the Operational tab. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library tab. | <i>Please provide a completed daily edit check worksheet for Skyline D5, South Valley Prep and Arts School and Vector Prep and Arts Academy for the month of January 2022. Additionally, please provide written assurance that daily edit checks will be conducted.</i> |
| 8 Vector Prep and Arts Academy: The site application in CNPWeb does not accurately reflect the counting and claiming procedures that were observed on-site. Specifically, pre-k students are not indicated on the site application. | Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes. | <i>Please submit a new site application in CNPWeb that accurately reflects counting and claiming procedures. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i> |

Meal Pattern & Nutritional Quality: Offer Versus Serve

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| 9 Skyline D5, South Valley Prep and Arts School and Vector Prep and Arts Academy Grade Grouping 9-12: Offer versus Serve (OVS) was not implemented properly. Specifically, 3/4c vegetable was indicated on production records for the day of review and week of review. Reviewer confirmed enough 1c servings of vegetable was available. | 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 https://www.azed.gov/hns/nslp under the Guidance Manuals tab. | <i>Please provide a written description demonstrating how OVS will be implemented properly. Additionally, please provide written assurance that moving forward, OVS will be implemented properly.</i> |
| 10 Vector Prep and Arts Academy Grab n Go: Offer versus Serve (OVS) was not implemented properly. Specifically, multiple students selected up to 3 entrees on day of review. Reviewer confirmed only 1 meal per student was claimed for reimbursement. | 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 https://www.azed.gov/hns/nslp under the Guidance Manuals tab. | <i>Please provide a written description demonstrating how OVS will be implemented properly. Additionally, please provide written assurance that moving forward, OVS will be implemented properly.</i> |

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

Resource Management

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| <p>11 Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meal.</p> | <p>Discussed ways to determine adult meal prices which included a per meal cost analysis or pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. Referred to HNS 27-2021 Guidance for Adult Meal Pricing in School Year 2021-2022 (SY 22).</p> | <p><i>Please provide a written description of the steps which have been taken to increase adult meal prices and resolve the discrepancy, including the exact formula used to price adult meals. Additionally, please submit supporting documentation which reflects that prices have been increased to the appropriate level.</i></p> |
| <p>12 The Annual Financial Report (AFR) submitted to ADE is not accurate. Specifically, the AFR indicates funds spent on milk for Special Milk Program, however, Skyline Schools, Inc. does not operate Special Milk Program. Additionally, the ending cash balance is not consistent with total revenues and total expenses indicated on the AFR.</p> | <p>Discussed the AFR must accurately reflect food service revenues and expenditures. Additionally, discussed contacting Grants Management for assistance on revising the AFR. Grants Management can be contacted by submitting a Help Desk request at https://helpdeskexternal.azed.gov or at (602) 542-3901.</p> | <p><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. Additionally, provide written assurance that you will follow-up with Grants to upload revised AFR</i></p> |

General Program Compliance: Civil Rights

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| <p>13 The public/media release was not provided to local media, the unemployment office and local employers considering large layoffs.</p> | <p>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). Additionally, referred to the template release that can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Outreach tab.</p> | <p><i>Please provide written procedures for distributing the public/media release and written assurance that the public/media release will be submitted to the local media, the unemployment office and local employers considering large layoffs prior to the start of each school year.</i></p> |
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| 14 Services are not provided to Limited English Proficient (LEP) households. | Discussed requirement that once aware of an LEP individual's needs, the LEA is responsible for ensuring that their application and other household materials are available in the language the LEP individual can understand. Referred to SP 37-2016 which can be found on ADE's Memos webpage at https://www.azed.gov/hns/memos . | <i>Please describe the services that will be available to LEP households henceforth.</i> |
| 15 Vector Prep and Arts Academy Grab n Go: The "And Justice for All" poster was not displayed in a prominent location and was not visible to all program participants. | Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at https://www.azed.gov/hns/civilrights . Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification. | <i>Please provide pictures to demonstrate the posters are now displayed in a prominent location and visible to all program participants. Additionally, please provide written assurance that the "And Justice For All" poster has been displayed in a prominent location and visible to all program participants.</i> |
| 16 Vector Prep and Arts Academy Cafeteria: The "And Justice for All" poster displayed to all program participants was not the most current poster. | Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at https://www.azed.gov/hns/civilrights . Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification. | <i>Please provide pictures to demonstrate the posters are now displayed in a prominent location and visible to all program participants. Additionally, please provide written assurance that the most current "And Justice For All" poster has been displayed in a prominent location and visible to all program participants.</i> |
| 17 Skyline D5 Grab n Go: The "And Justice for All" poster displayed was smaller than the USDA specified size of 11" by 17". | Discussed USDA guidance states that the "And Justice for All" poster must not be printed on paper in a size smaller than 11 x 17 inches. Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification. | <i>Please provide written assurance that the "And Justice For All" poster will not be printed on paper in a size smaller than 11 x 17 inches.</i> |

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

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| 18 The Local Wellness Policy (LWP) did not contain policies for food and beverage marketing. | Discussed updating the LWP to include policies that allow marketing and advertising of only those foods and beverages that meet Smart Snacks Standards during the school day. Explained that this requirement applies to exterior vending machines, posters, menu boards, coolers, trash cans and cups used for beverage dispensing. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Tab. | <i>None required at this time.</i> |
| 19 The required stakeholders are not being permitted to be involved in the review and update of the Local Wellness Policy (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 https://www.theicn.org/cnss/community-connection/assembling-the-team/ . The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Tab. | <i>None required at this time.</i> |
| 20 Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the Local Wellness Policy (LWP). | Discussed feasible means of notifying potential stakeholders of their ability to participate. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Tab. | <i>None required at this time.</i> |

General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

No findings.

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

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| 21 | South Valley Prep and Arts School: The written food safety plan did not include adequate SOPs or Critical Control Points for keeping food at safe temperatures for: serving At-Risk Afterschool Snack, serving meals in the classroom, serving meals in the satellite kitchen and serving Grab n Go meals. | Discussed sample SOPs and guidelines for Critical Control Points (CCPs) found in USDA's Guidance on creating a Food Safety can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety tab. | <i>Please provide a copy of the SOPs and CCPs found in the written food safety plan for serving At-Risk Afterschool Snack, serving meals in the classroom, serving meals in the satellite kitchen and serving Grab n Go meals.</i> |
| 22 | Skyline D5 and Vector Prep and Arts Academy: A copy of the written food safety plan was not made available at each site. | Discussed that this should be easily available at each food preparation and food service site and that staff should be aware of its existence. | <i>Please provide written assurance that a copy of the written food safety plan has been made available at each site. Additionally, provide the expected completion date of the food safety plan. Additionally, provide the location of the food safety plan.</i> |
| 23 | South Valley Prep and Arts School: Although a copy of the written food safety plan was on site, it was stored in the kitchen office and was not easily accessible during meal preparation and service. | Discussed that the written food safety plan should be easily available at each food preparation and food service site and that staff should be aware of its existence. | <i>Please provide written assurance that a copy of the written food safety plan has been made available in the meal service area. Additionally, provide the location of the food safety plan.</i> |
| 24 | Vector Prep: The most recent food safety inspection report was not posted in a prominent location and was not visible to all program participants. | Discussed making copies of most recent report and feasible places for posting. | <i>Please provide a photo demonstrating that the most recent food safety inspection report has been posted in a location where the program participants can view it. Additionally, please specify where the report has been posted.</i> |

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| 25 Skyline D5, South Valley Prep and Arts School and Vector Prep and Arts Academy: The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools : Mandarin Oranges (China). Additionally, documentation justifying a Buy American exception was not maintained/on file. | Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit 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 https://www.azed.gov/hns/nslp/forms under the Operational tab. Buy American Recorded Webinar and FAQ can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library tab. | <i>Please provide a written description of the changes that have been made to procurement and recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i> |
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General Program Compliance: Reporting & Recordkeeping

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| 26 South Valley Prep and Arts School and Vector Prep and Arts Academy: Production records are not updated with menu substitutions due to supply chain disruptions. | Discussed production records must accurately reflect foods served. | <i>Please provide a written description of the changes that have been made to production records recordkeeping procedures to ensure that the requirements are met.</i> |
| 27 Skyline D5, South Valley Prep and Arts School and Vector Prep and Arts Academy: Production records for lunch are not completed appropriately. Specifically, portion size and meal contribution is not consistent for daily vegetable for the week of review. | Discussed required sections of production records. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library tab. | <i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years.</i> |
| 28 South Valley Prep and Arts School and Vector Prep and Arts Academy: Production records for breakfast and lunch provided did not contain all required sections: Specifically, production records used/left over section is not completed adequately. | Discussed required sections of production records. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library tab. | <i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |

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| 29 | Skyline D5: Taco Salad recipe provided is not accurate. Specifically, the recipe calls for 1 taco shell per serving, however, 6 taco shells per a serving are used. | Discussed updating the recipe to reflect current practices. | <i>Please provide an updated recipe for Beef Taco Salad.</i> |
| 30 | Skyline D5: Breakfast Stack recipe provided is not accurate. Specifically, the recipe calls for liquid egg, however, pre-made egg patty is utilized. | Discussed updating the recipe to reflect current practices. | <i>Please provide an updated recipe for Beef Taco Salad.</i> |
| 31 | Skyline D5: Meal contribution crediting is not accurate on production records for the week of review. Specifically, 3 Chicken Tenders credits as 1oz/eq grain and 2oz/eq m/ma, not 3oz/eq grain and 6oz/eq m/ma. | Discussed updating production records to reflect current products being used. | <i>Please provide an updated recipe for 3 Chicken Tenders.</i> |

General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

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| 32 | Outreach to families regarding the availability of the School Breakfast Program (SBP) was not conducted at the beginning of or during the school year. | Discussed methods of notifying families of the availability of the SBP at the start of and throughout the school year. Additionally, discussed SBP reminders must include: serving times, locations where breakfast is available, and SBP costs. | <i>Please provide documentation that demonstrates how households are notified of the availability of the SBP at the beginning of and during the school year. Additionally, please provide a written description of how households will be notified of the availability of the SBP at the beginning of and during the school year, and written assurance that this will occur.</i> |
| 33 | Summer Food Service Program (SFSP) outreach for SY21/22 was not retained on-file. Reviewer was unable to determine compliance. | Discussed methods of notifying families of the availability of the SFSP prior to the end of the school year and determined which was most feasible. Summer feeding locations can be found at https://www.azhealthzone.org/ . | <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 sites 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. Additionally, provide written assurance that all records will be maintained for 5 years.</i> |

Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2022 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

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| 33 Skyline D5, South Valley Prep and Arts School and Vector Prep and Arts Academy: The At-Risk Afterschool Meals Site Review Form for Snacks was not completed by February 1st. | Discussed SFAs are required to perform no less than one on-site snack meal service review of the At-Risk Afterschool Meals site by February 1st. The At-Risk Afterschool Meals Site Review Form for Snacks https://www.azed.gov/hns/afterschool/programforms under the Operational tab. | <i>Please provide a completed At-Risk Afterschool Meals Site Review Form for Snacks. Additionally, 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 a review prior to February 1 annually.</i> |
| 34 South Valley Prep and Arts School and Vector Prep and Arts Academy: Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, portion sizes are not indicated on the production records for the week of review. | Discussed the meal pattern requirements of At-Risk Afterschool Meals. The meal pattern table can be found on ADE's website at https://www.azed.gov/hns/afterschool under the Meal Pattern tab. Step-by-Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program OR Step-by-Step Instruction: How to Plan a Supper Menu Using the NSLP Meal Pattern OR Step-by-Step Instruction: How to Plan a Supper Menu Using the CACFP Meal Pattern can be found on ADE's website at https://www.azed.gov/hns/afterschool/rainingforSFAs under the How-To Guides tab. | <i>Please provide copies of completed At-Risk Afterschool Meals production records for 5 consecutive days. Additionally, please provide written assurance that the At-Risk Afterschool Meals meal pattern will be adhered to at all times.</i> |

35 South Valley Prep and Arts School and Vector Prep and Arts Academy: Production records for At-Risk Afterschool Meals provided did not contain all required sections: Specifically, production records used/left over section is not completed adequately.

Discussed the meal pattern requirements of At-Risk Afterschool Meals. The meal pattern table can be found on ADE's website at <https://www.azed.gov/hns/afterschool> under the Meal Pattern tab. Step-by-Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program OR Step-by-Step Instruction: How to Plan a Supper Menu Using the NSLP Meal Pattern OR Step-by-Step Instruction: How to Plan a Supper Menu Using the CACFP Meal Pattern can be found on ADE's website at <https://www.azed.gov/hns/afterschool/trainingforSFAs> under the How-To Guides tab.

Please provide copies of completed At-Risk Afterschool Meals production records for 5 consecutive days. Additionally, please provide written assurance that the At-Risk Afterschool Meals meal pattern will be adhered to at all times.

Comments/Recommendations:

Congratulations! Skyline Schools, Inc. has completed the Administrative Review in the 2021-2022 SY. Thank you for all of your hard work and organization throughout the AR process. It was a pleasure working with you. Thank you for working so diligently to assure that your students are receiving nutritious meals. I appreciate your enthusiasm and willingness to learn. Please let me know if you have any questions. □

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?

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| <input checked="" type="checkbox"/> No- SBP | <input type="checkbox"/> Yes- SBP | \$0.00 |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | \$284.96 |
| <input checked="" type="checkbox"/> No- SSO SBP | <input type="checkbox"/> Yes- SSO SBP | \$0 |
| <input checked="" type="checkbox"/> No- SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP | \$0 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 15, 2022 to Jennifer McDonald at Jennifer.McDonald@azed.gov



2/18/2022

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.

Equity for all students to achieve their full potential
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This institution is an equal opportunity provider