



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

**Administrative Review Summary Report**

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School Food Authority Name: Bell Canyon Charter School, Inc

CTD: 07-89-72

Site(s): Imagine Bell Canyon

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Contacts: Bradford Uchacz, Executive Vice President & Eileen Grove, Regional NSLP Sponsor Representative

Review Date: February 16, 2022

Review Period: January 2022

Programs Reviewed:  National School Lunch       School Breakfast       Afterschool Snack  
 Fresh Fruit & Vegetable       Special Milk       At-Risk Afterschool Meals

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No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
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**Performance Standard 1: Certification & Benefit Issuance - Critical Area**

Not Applicable

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

No Findings

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

No Findings

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

No Findings

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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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No Findings

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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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|---|--|--|--|
| 1 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast. Specifically, Grab N Go breakfast carts did not have signage explaining what constitutes a reimbursable meal for Serve Only breakfast. | Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage 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. | <i>Corrected on site; specifically the SFA printed appropriate signage and displayed it on the breakfast carts during the on-site review. No further corrective action is required at this time.</i> |
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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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No Findings

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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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No Findings

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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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- 2 A hard copy of the written food safety plan was not made available on site review. Only an on-line, digital food safety plan is available to staff. Discussed keeping a physical copy of the plan that is easily available at each food preparation and food service site and that staff should be aware of its existence. *Please provide written assurance that a copy of the written food safety plan has been made available at this site.*

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**General Program Compliance: Reporting & Recordkeeping**

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No Findings

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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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No Findings

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Comments/Recommendations:

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Congratulations! Bell Canyon Charter School, Inc. has completed their Administrative Review for School Year 2021-2022. Thank you for your warm hospitality and insight into your programs.

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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **April 18, 2022** to Danielle Kirksey at [Danielle.Kirksey@azed.gov](mailto:Danielle.Kirksey@azed.gov).

<u>Originally Signed</u>	<u>3/9/2022</u>
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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