



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

**Administrative Review Summary Report**

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School Food Authority Name: Somerset Academy Arizona, Inc.

CTD: 07-86-22

Site(s): Somerset Academy Skyway Campus

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Contacts: Kristin Crawford, Principal & Kendra Thornton, Federal and State Programs Manager

Review Date: March 14, 2022

Review Period: February 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**

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1 Quantities observed during the review period did not meet daily and weekly minimum amounts required by the meal pattern. Specifically, the daily vegetable quantities were not met for grades k-8 at lunch. 1/2 cup of creditable romaine salad was served. The daily minimum vegetable requirement is 3/4 cup and the weekly requirement is 3 3/4 cup. This was determined to not be a repeat finding from previous cycle and does not contribute to fiscal action.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., using the food buying guide as a resource, 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. 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 -AND-OR The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab. The Using Appropriate Serving Utensils Recorded Webinar & 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).	<i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i>
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**Performance Standard 2: Dietary Specifications & Nutrient Analysis - Critical Area**

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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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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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No Findings

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**General Program Compliance: SFA On-Site Monitoring**

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Not Applicable

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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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No Findings

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**General Program Compliance: Reporting & Recordkeeping**

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- 2 Production record crediting and recipe crediting are inconsistent. During the review period and the review month Romaine Salad was served, the production record notes 3/4 cup romaine salad was served on 2/2/2022, 2/9/22, 2/16/2022, 2/23/2022 and the recipe uses 1 cup. 1 cup of romaine credits as 1/2 cup dark green vegetable.
- 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 updated recipes and production records with consistent crediting.*

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

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Not Applicable

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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! Somerset Academy, Inc. has completed their Administrative Review for the 2021-2022 School Year! Continue doing great work providing healthy and nutritious meals to your students. I would like to recommend also using the Food Buying Guide from the USDA to ensure all meal components are credited correctly. Thank you for providing a welcoming 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	\$0.00
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 13, 2022 to Danielle Kirksey at [Danielle.Kirksey@azed.gov](mailto:Danielle.Kirksey@azed.gov).

Originally Signed	April 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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