



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

Administrative Review Summary Report

School Food Authority Name: Cortez Park Charter Middle School, Inc.

CTD: 07-89-75

Site(s): Imagine Cortez Park Middle

Contacts: Monte Lange, Executive Vice President, Eileen Grove, Regional NSLP Sponsor Representative

Review Date: March 16, 2022

Review Period: February 2022

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
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			
	No Findings		
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			
	No Findings		

Meal Pattern & Nutritional Quality: Offer Versus Serve

- | | | | |
|---|---|--|--|
| 1 | Signage which explains what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable was not displayed to students at lunch. | Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. | <i>Please provide the sign that has been displayed explaining what constitutes a reimbursable meal and includes the requirement to select 1/2 cup fruit or vegetable. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i> |
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Meal Pattern & Nutritional Quality: Meal Components & Quantities

No Findings

Resource Management

No Findings

General Program Compliance: Civil Rights

- | | | | |
|---|--|---|--|
| 2 | 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 media release did not include the Federal Eligibility Income Chart. | 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. | <i>Please provide a copy of updated public media/release template which demonstrates compliance. Additionally, please provide written assurance that the public/media release provided to local media, the unemployment office and local employers considering large layoffs will contain all required sections.</i> |
|---|--|---|--|

General Program Compliance: SFA On-Site Monitoring

Not Applicable

General Program Compliance: Local Wellness Policy

No Findings

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

No Findings

General Program Compliance: Reporting & Recordkeeping

- | | | | |
|---|--|--|--|
| 3 | Production record crediting and recipe crediting are inconsistent. Specifically, stuffed mozzarella breadsticks were served 2/9 was missing crediting information on the production record and recipe. The CN label provided showed the crediting information. | 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. | <i>Please provide updated recipes and production records with consistent crediting.</i> |
| 4 | Lunch production records provided do not indicate the correct grade group. Specifically, k-5 lunch production records were provided for grades 6-8 that were being served. | Discussed using Production Record for Multiple Grade Groupings found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. | <i>Please provide copies of completed lunch Production Record for correct Grade Groups for 5 consecutive days. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |

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

No Findings

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

Not Applicable

Comments/Recommendations:

Congratulations! Cortez Park Charter Middle School, Inc. has completed the Administrative Review for the 2021-2022 school year. Thank you for providing such a welcoming environment to help this review go smoothly. Please feel free to contact me with 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?

<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.

Originally Signed	4/15/2022
_____ 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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