



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

**Administrative Review Summary Report**

School Food Authority Name: Pathfinder Charter School Foundation

CTD: 07-87-92

Site(s): Imagine Cortez Park Elementary

Contacts: Monte Lang, 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
<b>Performance Standard 1: Certification &amp; Benefit Issuance - Critical Area</b>			
	Not Applicable		
<b>Performance Standard 1: Meal Counting &amp; Claiming - Critical Area</b>			
	No Findings		
<b>Performance Standard 2: Meal Components &amp; Quantities - Critical Area</b>			
	No Findings		
<b>Performance Standard 2: Dietary Specifications &amp; Nutrient Analysis - Critical Area</b>			
	No Findings		
<b>Meal Access &amp; Reimbursement: Certification &amp; Benefit Issuance</b>			
	Not Applicable		
<b>Meal Access &amp; Reimbursement: Verification</b>			
	Not Applicable		
<b>Meal Access &amp; Reimbursement: Meal Counting &amp; Claiming</b>			
	No Findings		

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

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|---|---|--|--|
| 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 <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 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**

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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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|---|---|---|--|
| 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 Federal Eligibility Income Chart was missing from the 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). 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 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> |
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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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No Findings

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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! Pathfinder Charter School Foundation has completed their Administrative Review for the 2021-2022 School Year! Thank you so much for your warm welcoming environment and hospitality while visiting your school. Your students are indeed lucky to have you all. Continue serving unique healthy and nutritious meals to your students, I'm sure they enjoy them!

**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  |
| <input checked="" type="checkbox"/> No- SSO SBP | <input type="checkbox"/> Yes- SSO SBP             | \$0.00  |
| <input type="checkbox"/> No- SSO NSLP           | <input checked="" type="checkbox"/> Yes- SSO NSLP | \$97.20 |

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	4/12/2022
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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