



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Acclaim Charter School

CTD: 07-87-01

Site: ACCLAIM Academy

Contacts: Melanie Powers, Director and Monique Sandoval, Office Manager

Review Date: October 26, 2022

Review Period: September 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 |
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| Performance Standard 1: Certification and Benefit Issuance – Critical Area | | | |
| | No findings. | | |
| Performance Standard 1: Meal Counting and Claiming – Critical Area | | | |
| | No findings. | | |
| Performance Standard 2: Meal Components & Quantities – Critical Area | | | |
| | No findings. | | |
| Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area | | | |
| | No findings. | | |
| Meal Access & Reimbursement: Certification and Benefit Issuance | | | |
| | No findings. | | |
| Meal Access & Reimbursement: Verification | | | |
| | No findings. | | |
| Meal Access & Reimbursement: Meal Counting and Claiming | | | |
| | No findings. | | |

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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 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. | <i>Signage was provided while on site and displayed for all students to see. No further corrective action is required.</i> |
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Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings.

Resource Management

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| 2 | 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. Specifically, meals served to adults were provided free of charge. | 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 Adult Meal Pricing Tool SY 22-23 on ADE's website at https://www.azed.gov/hns/nslp/forms/ under the Financial accordion. | <i>Please provide a written description of the steps which have been taken for adult meal prices, 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> |
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Procurement

No findings.

General Program Compliance: Civil Rights

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| 3 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, notification letter sent to households letting them know that meals are being provided at no charge did not contain the USDA nondiscrimination statement. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate. | <i>Please provide an updated notification letter with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
| 4 | The USDA nondiscrimination statement used on program materials are not the most current USDA statement. Specifically, parent letter and public/media release does not have the most current USDA nondiscrimination statement. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate. | <i>Please provide an updated parent letter and public/media release with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language</i> |

General Program Compliance: SFA On-Site Monitoring

Not applicable.

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| 5 | The Local Wellness Policy (LWP) did not contain all required elements. Specifically, the LWP did not contain policies for food and beverage marketing. | Discussed developing a LWP with nutrition standards for all foods and beverages provided, but not sold, to students. 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>Please provide a written plan for how n policies for food and beverage marketing will be added to the LWP. The plan should include draft language of the element to be added, who will be involved in updating the LWP and the date the update is expected to be completed. Additionally, provide written assurance that the LWP will be specific to your institution.</i> |
| 6 | Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the Local Wellness Policy (LWP). Specifically, parents, students, and general public, were not made aware of their ability to participate in the development, review, and update of the LWP. | Discussed feasible means of notifying potential stakeholders of their ability to participate. [Note any methods the SFA may have decided to employ] 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 accordion. | <i>Please provide a written description of how all potential stakeholders, including parents, students, general public, will be made aware of their ability to participate in the development, review, update, and implementation of the LWP.</i> |

General Program Compliance: Competitive Food Services

Not applicable.

General Program Compliance: Professional Standards

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| 7 | The School Nutrition Program Director hired after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date. | Discussed requirement and feasibility for attending an available certification training within current school year. Food Safety Online Courses can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ . | <i>School Nutrition Program Director completed 8 hours of food safety training in May 2022. Please provide written assurance that School Nutrition Program Directors hired moving forward will complete 8 hours of food safety training within the required time frames.</i> |
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General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

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| 8 | A written food safety plan has not been developed. | Discussed required components of a food safety plan and resources available on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety tab. | <i>Please provide a copy of a written food safety plan.</i> |
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| 9 | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) off-site at the catering facility, for canned pineapple, mandarin oranges and bananas. 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/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i> |
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General Program Compliance: Reporting and Recordkeeping

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| 10 | Production records for breakfast and lunch during the review period and day of review did not contain all required sections. Specifically, production records did not include the total reimbursable meals served, leftover portions, or used portions. | 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>Updated copies of completed production records were provided on site. Please provide written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be submitted.</i> |
| 11 | Production record crediting is inaccurate. Specifically, Teriyaki Chicken served at lunch on September 13, 2022, credited as 2 oz eq meat/meat alternate and 1 oz eq of grain; however, the production record indicated it contained 2 oz eq meat/meat alternate and 0 oz eq grain. | 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 an updated production record that reflects accurate crediting for Teriyaki Chicken.</i> |
| 12 | Production record crediting is inaccurate. Specifically, pancake on the stick served on September 14, 2022 at breakfast credited as 1 oz eq meat/meat alternate and 1 oz eq grain; however, the production record indicated it contained 2 oz eq for meat/meat alternate and 1.75 oz eq for grain. | 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 an updated production record that reflects accurate crediting for Pancake on the Stick.</i> |

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| 13 | Production record crediting is inaccurate. Specifically, Gogurt served at breakfast on September 15, 2022, credited as .5 oz eq meat/meat alternate per tube; however, the production record indicated it contained 2 oz eq meat/meat alternate per tube. | 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 an updated production record that reflects accurate crediting for Gogurt.</i> |
| 14 | The site application in CNPWeb did not reflect current practices. Specifically, it stated the site was not implementing Offer versus Serve when it was observed that Offer versus Serve was implemented at breakfast. | Discussed reporting requirements for CNPWeb application and who would be responsible for submitting. | <i>The CNPWeb site application has been updated to reflect current practices. No further corrective action is required.</i> |
| 15 | Recipes provided did not contain all required sections: yields for Teriyaki Chicken, Corn and Ranch Beans. | Discussed all menu items that contain more than 1 ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. Standardized Recipe Template can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. | <i>Updated recipes including all required sections were provided. No further corrective action is required.</i> |

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

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| 16 | Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year. | 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 site 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.</i> |
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Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2023 if applicable.

Other Federal Program Reviews: Fresh Fruit and 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, Acclaim Charter School, has successfully completed the Administrative Review for the 22-23 school year. Thank you for your cooperation during the review process. Please remember that we have a variety of trainings (in-person and online) to assist you and your staff in operating a successful National School Lunch Program.

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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 20, 2023 at Amy Banire at Amy.DixonBanire@azed.gov.

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 under the Reviews Conducted by the State Agency accordion on ADE's National School Lunch and School Breakfast Program webpage.

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