



## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Choice Academies, Inc.

CTD: 07-85-49

Site: Adams Traditional Academy

Contacts: Audra Wilson/Smith, CEO and Geneen Kudler, Accounts Manager

Review Date: October 28, 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
<b>Performance Standard 1: Certification and Benefit Issuance – Critical Area</b>			
1	Multiple applications were certified incorrectly or utilized incomplete information. Specifically two students were certified as free with the wrong case number. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications section(s) in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals tab. Required - OR- Suggested completing the training: Step-by-Step Instruction: How to Process Household Applications found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student. Additionally, the certificate of completion of Step-by-Step Instruction: How to Process Household Applications must be submitted.</i>

2	Multiple applications were certified incorrectly or utilized incomplete information. Specifically one student was certified as free when application was missing the last four digits of the primary wage earner's social security number or did not have the box checked indicating "no social security number." This did not contribute toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications section(s) in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals tab. Required - OR- Suggested completing the training: Step-by-Step Instruction: How to Process Household Applications found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab.	<i>Corrections have been made to errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student.</i>
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**Performance Standard 1: Meal Counting and Claiming – Critical Area**

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No findings.

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

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3	On the day of review, it was observed that 4 meals counted for reimbursement did not contain all of the required meal components. This contributed toward fiscal action calculations.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. 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. The Recognizing a Reimbursable Meal at the Point of Service and/or Recognizing a Reimbursable Breakfast Meal at the Point of Service Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab.	<i>Please provide a written description of the changes that have been made to ensure that all meals counted for reimbursement contain all of the required meal components. Additionally, the certificate of completion of Recognizing a Reimbursable Meal at the Point of Service must be submitted.</i>
4	Documentation did not support that all required meal components were offered and served during the review period. Specifically, the vegetable component was missing on 9/12 and 9/14. This contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 8 cents) until sufficient corrective action is received.	Discussed requirements for recordkeeping and meal pattern requirements for the grade groups served. Discussed specific missing items and suggested changes.	<i>Please provide a written description of the changes that will be made in the recordkeeping process to ensure that documentation supports that the meal pattern requirements were met. Additionally, please provide a written description of the changes that have been made to the menu to bring it into compliance with the meal pattern requirements.</i>

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| <p>5 Documentation did not support that all required meal components were offered and served during the review period. Specifically, the milk component was missing on 9/12. This contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 8 cents) until sufficient corrective action is received.</p>  | <p>Discussed requirements for recordkeeping and meal pattern requirements for the grade groups served. Discussed specific missing items and suggested changes.</p>  | <p><i>Please provide a written description of the changes that will be made in the recordkeeping process to ensure that documentation supports that the meal pattern requirements were met. Additionally, please provide a written description of the changes that have been made to the menu to bring it into compliance with the meal pattern requirements.</i></p>                        |
| <p>6 The following vegetable subgroups were not offered during the review period: Beans/Peas(Legumes) and Other Vegetables. This was determined to be a repeat finding from the previous cycle and contributed toward fiscal action calculations.</p>   | <p>Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide 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. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nsfp/training">http://www.azed.gov/hns/nsfp/training</a> under the Online Training Library tab. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p> |
| <p>7 The review period menu did not meet the daily minimum servings required for Dark Greens and Red/Orange vegetables. Specifically, only 1/4 cup Dark Green vegetables were offered, which did not meet the did not meet the 1/2 cup minimum requirement and only 1/4 cup Red/Orange vegetables were offered, which did not meet the 3/4 cup minimum requirement. This was determined to be a repeat finding from the previous cycle and contributed toward fiscal action calculations.</p> | <p>Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide 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. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nsfp/training">http://www.azed.gov/hns/nsfp/training</a> under the Online Training Library tab. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i></p>  |

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| <p>8 Quantities planned during the review period did not meet daily minimum amounts required by the meal pattern. Specifically the weekly vegetable quantities were not met. The minimum requirement is 3.75 cups and only 1 3/8 cups were served. This was determined to be a repeat finding from previous cycle and contributed toward fiscal action calculations.</p>  | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.). 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 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 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily vegetable meal component quantities meet minimum amounts required by the meal pattern.</i></p> |
| <p>9 Quantities planned during the review period did not meet daily minimum amounts required by the meal pattern. Specifically on Tuesday, Thursday and Friday during the week of review, the daily minimum 3/4 cup of vegetables were not offered. This was determined to be a repeat finding from previous cycle and contributed toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.). 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 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 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily vegetable meal component quantities meet minimum amounts required by the meal pattern.</i></p> |

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| <p>10 Quantities planned during the review period did not meet daily minimum amounts required by the meal pattern. Specifically on Wednesday during the review period the vegetable sandwich only contained .5 oz. eq. of meat/meat alternate and did not meet the daily minimum 1 oz. eq. daily requirement. This was determined to be a repeat finding from previous cycle and contributed toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.). 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 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 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that the daily meat/meat alternate quantities meet the minimum amounts required by the meal pattern.</i></p> |
| <p>11 Quantities planned during the review period did not meet weekly minimum amounts required by the meal pattern. Only oz eq of meat/meat alternate were offered during the review period and this did not meet the minimum weekly meat/meat alternate requirement of 9 oz eq. This was determined to be a repeat finding from previous cycle and contributed toward fiscal action calculations.</p>                              | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.). 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 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 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly meat/meat alternate quantities meet minimum amounts required by the meal pattern.</i></p>        |
| <p>12 Quantities planned during the review period did not meet weekly minimum amounts required by the meal pattern. Specifically, only 4 cups of milk were served and this does not meet the minimum weekly requirement of 5 cups. This was determined to be a repeat finding from previous cycle and contributed toward fiscal action calculations.</p>  | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.). 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 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 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly milk quantities meet minimum amounts required by the meal pattern.</i></p>                       |

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**Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area**

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No findings.

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**Meal Access & Reimbursement: Certification and Benefit Issuance**

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No findings.

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**Meal Access & Reimbursement: Verification**

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| 13 The most recent verification summary report was not accurate. The amount of reported reduced applications were incorrect. | Discussed that verification summary report must reflect actual verification process and results, discussed specific discrepancies. Discussed attending ADE's Drop-in Workshop: Submitting for Verification. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals tab. | <i>Please provide a written description of the changes that have been implemented to ensure that the verification summary report will accurately reflect the verification practices and results that occurred.</i> |
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**Meal Access & Reimbursement: Meal Counting and 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 and Quantities**

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No findings.

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**Resource Management**

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| 14 Compliance with the revenue from nonprogram food requirements via either the Nonprogram Food Revenue Tool or 5-Day Reference Period as described in FNS Policy Memo SP 20-2016 was not assessed. | Discussed revenue from nonprogram food requirements and provided with Nonprogram Food Revenue Tool. Referred to FNS Instruction 782-5 REV. 1 for more information about pricing for nonprogram adult meals. | <i>Correction has been made, no further action is needed.</i> |
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**Procurement**

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| 15 Small purchase procedures were not in compliance with procurement requirements. Specifically, price or rate quotations were not obtained from an adequate number of qualified sources for the following small purchases: Sysco and Papa Johns. | Discussed that if small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity | <i>Please provide a written description of procurement procedures that will be followed prior to making a small purchase including the title of the individual within the SFA responsible for obtaining quotes for small purchases.</i> |
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**General Program Compliance: Civil Rights**

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| 16 Program staff have not been trained on civil rights topics.   | Discussed requirement and how to document that requirement has been met. An acceptable civil rights power point training material can be found on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> .  | <i>Please provide written assurance that all food service staff will be trained at hire and as needed on Civil Rights Compliance in Child Nutrition Programs. Describe the process that will be implemented to ensure that this requirement is adhered to and properly documented.</i> |
| 17 The "And Justice for All" poster was not displayed in a prominent location and was not visible to all program participants. | Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> . Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification. | <i>Correction has been made during on-site visit. Posters are now displayed in a prominent location and visible to all program participants.</i>   |

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

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| 18 On-site reviews of the lunch meal counting and claiming procedures for all sites within the SFA are not being conducted each year prior to February 1. | Discussed requirement and where to find a template Internal On-Site Monitoring Form-Lunch of the Meal Counting and Claiming System 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 Operational tab. Discussed who would be responsible for completing this each year. | <i>Please provide a completed Internal On-Site Monitoring Form of the Meal Counting and Claiming System. Additionally, please provide a written description of the process that has been put in place to ensure that all sites receive an on-site review of the meal counting and claiming procedures each year prior to February 1.</i> |
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**General Program Compliance: Local Wellness Policy**

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| 19 The Local Wellness Policy (LWP) did not contain all required elements. Specifically, the LWP did not contain policies for food and beverage marketing. | Discussed updating the LWP to include policies that allow marketing and advertising of only those foods and beverages that meet Smart Snacks Standards during the school day. Explained that this requirement applies to exterior vending machines, posters, menu boards, coolers, trash cans and cups used for beverage dispensing. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nsfp/training">https://www.azed.gov/hns/nsfp/training</a> 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> |
| 20 The public is not being notified of the existence and contents of the Local Wellness Policy (LWP).   | Discussed feasible means of notifying the public about the LWP. [Note any methods the school 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 <a href="https://www.azed.gov/hns/nsfp/training">https://www.azed.gov/hns/nsfp/training</a> under the Online Training Tab.  | <i>Please provide a written description of how the public will be notified of the existence and contents of the LWP.</i>  |



21	Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the LWP. Specifically, parents, students, school administrators, representatives of the school food authority, teachers and members of the community 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 <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training accordion.	<i>Please provide a written description of how all potential stakeholders, including parents, students, school administrators, representatives of the school food authority, teachers and members of the community, will be made aware of their ability to participate in the development, review, update, and implementation of the LWP.</i>
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#### General Program Compliance: Competitive Food Services

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22	Foods and beverages sold and served to students in grades K-8 during the school day do not meet Smart Snacks standards. Specifically, an extra slice of cheese or pepperoni pizza is sold to participants which does not meet Smart Snack Standards.	Discussed Smart Snacks requirements for grades K-8 and why cheese and pepperoni pizza did not meet standards. The Alliance for a Healthier Generation Smart Snacks Product Calculator 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 Operational tab. Smart Snacks Summary Chart and additional resources can be found on USDA's website at <a href="https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks">https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks</a> . The Online Course: Smart Snacks and Competitive Foods Standards in Arizona can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Courses tab.	<i>Please provide written procedures for assessing whether a product meets Smart Snacks standards and written assurance that extra cheese or pepperoni pizza will no longer be served or sold during the school day and that Smart Snacks standards will be adhered to. Additionally, the certificate of completion of Online Course: Smart Snacks and Competitive Foods Standards in Arizona must be submitted.</i>
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#### General Program Compliance: Professional Standards

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23	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 Training Library can be found on ICN's website at <a href="https://theicn.org/icn-resources-a-z/food-safety/">https://theicn.org/icn-resources-a-z/food-safety/</a> .	<i>Food safety certification training has been completed by the School Nutrition Program Director. No further corrective action is needed.</i>
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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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| 24 Temperature logs for food storage areas are not being maintained.                              | Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms 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 Food/Health Safety tab. Additionally, discussed Food Safety Online Courses can be found on ICN's website at <a href="https://theicn.org/icn-resources-a-z/food-safety/">https://theicn.org/icn-resources-a-z/food-safety/</a> . | <i>Please provide a copy of the temperature log that will be used for food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |
| 25 Temperatures are not consistently taken by using thermometers located inside of storage areas. | Discussed taking temperatures from inside of the storage areas for a more accurate reading. Referred to Arizona's School Food Safety Guidance 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 Food/Health Safety tab. Additionally, discussed Food Safety Online Courses can be found on ICN's website at <a href="https://theicn.org/icn-resources-a-z/food-safety/">https://theicn.org/icn-resources-a-z/food-safety/</a> .   | <i>Please provide written assurance that storage area temperatures will be taken utilizing thermometers located inside of storage areas, not outside of storage areas.</i>                  |

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**General Program Compliance: Reporting and Recordkeeping**

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| 26 Production record crediting is inaccurate. Specifically, french toast stick served at lunch on 9/12 credited as 2 oz. eq. grain on the product formulation statement; however, the production record indicated it contained 4 oz eq meat/meat alternate and 2 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 <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 updated production records with consistent crediting.</i> |
| 27 Production record crediting is inaccurate. Specifically, chicken taco served at lunch on 9/13 credited as 2 oz eq meat/meat alternate and 2 oz eq grain on the product formulation statement; however, the production record indicated it contained 4 oz eq meat/meat alternate and 4 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 <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 updated production records with consistent crediting.</i> |
| 28 Production record crediting is inaccurate. Specifically, cheese quesadilla served at lunch on 9/13 credited as 1 oz eq meat/meat alternate and 1.5 oz eq grain on the product formulation statement; however, the production record indicated it contained 4 oz eq meat/meat alternate and 4 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 <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 updated production records with consistent crediting.</i> |

29	Production record crediting is inaccurate. Specifically, ham & cheese sub served at lunch on 9/14 credited as 2.5 oz eq meat/meat alternate and 2 oz eq grain on the product formulation statement; however, the production record indicated it contained 4 oz eq meat/meat alternate and 4 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 <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 updated production records with consistent crediting.</i>
30	Production record crediting is inaccurate. Specifically, cheese sub served at lunch on 9/14 credited as 1 oz eq meat/meat alternate and 2 oz eq grain on the product formulation statement; however, the production record indicated it contained 4 oz eq meat/meat alternate and 4 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 <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 updated production records with consistent crediting.</i>
31	Production record crediting is inaccurate. Specifically, cheeseburger served at lunch on 9/15 credited as 2.5 oz eq meat/meat alternate and 2 oz eq grain on the product formulation statement; however, the production record indicated it contained 4 oz eq meat/meat alternate and 4 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 <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 updated production records with consistent crediting.</i>
32	Production record crediting is inaccurate. Specifically, PB&J served at lunch on 9/15 credited as 1 oz eq meat/meat alternate and 2 oz eq grain on the product formulation statement; however, the production record indicated it contained 4 oz eq meat/meat alternate and 4 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 <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 updated production records with consistent crediting.</i>
33	Production record crediting is inaccurate. Specifically, cheese pizza served at lunch on 9/16 credited as 2 oz meat/meat alternate and 3.5 oz eq grain on the product formulation statement; however, the production record indicated it contained 4 oz eq meat/meat alternate and 4 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 <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 updated production records with consistent crediting.</i>
34	Production record crediting is inaccurate. Specifically, pepperoni pizza served at lunch on 9/16 credited as 2 oz eq meat/meat alternate and 2.75 oz eq grain on the product formulation statement; however, the production record indicated it contained 4 oz eq meat/meat alternate and 4 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 <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 updated recipes and production records with consistent crediting.</i>
35	Records documenting temperatures were not kept on file for the minimum required 5 years.	Discussed record keeping requirements and timeframe of 5 years.	<i>Please provide written assurance that all documents pertaining to the school meal programs will be retained on file for at least 5 years, as is required by Arizona law, as well as a written plan for ensuring that this requirement is met.</i>

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**General Program Compliance: School Breakfast Program and 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 2023 if applicable.

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**Other Federal Program Reviews: Fresh Fruit and 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:

Congratulations, Choice Academies, Inc. has successfully completed the Administrative Review for the 2022-2023 school year. Thank you for your cooperation during the review process. Please remember that we have a variety of trainings 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?

☒ No- SBP

☐ Yes- SBP

☐ No- NSLP

☒ Yes- NSLP

\$1,812.47

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 13, 2023, to [Amy.DixonBanire@azed.gov](mailto:Amy.DixonBanire@azed.gov)

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Reviewer Signature

Date

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Program Director 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.

Equity for all students to achieve their full potential  
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