



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: EAGLE College Prep Harmony, LLC

CTD: 07-82-02

Site: EAGLE College Prep Phoenix South

Contacts: Steve Inman, Executive Director and Andrew Hennings, Regional Director of Operations

Review Date: November 21, 2022

Review Period: October 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

Not findings.

Performance Standard 1: Meal Counting and Claiming – Critical Area

1	Meal count totals by category for the review month were not correctly combined and recorded. This was deemed a non-systemic error and did not contribute toward fiscal action calculations, since SFA have made an update to the claim.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal service lines provide an accurate count by eligibility category.</i>
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Performance Standard 2: Meal Components & Quantities – Critical Area

No findings.

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

Not applicable.

Meal Access & Reimbursement: Certification and Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting and Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

Not applicable.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

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| 2 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast. | Discussed feasible options for signage and potential content, plan for creating and posting. Prinaccordionle POS Signage can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Signage was provided while on-site during the review and displayed for all students to see. No further action is needed.</i> |
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Resource Management

No findings.

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 because the district is participating in Community Eligibility Provision. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights . | <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 "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 prinaccordionle "And Justice For All" poster on ADE's website at https://www.azed.gov/hns/civilrights . Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification. | <i>Correction was made while on-site, and the poster is now displayed in a prominent location and visible to all program participants. No further action needed.</i> |
| 5 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, summer food program material. | 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 school lunch and breakfast summer program outreach material 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.

6	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 https://www.azed.gov/hns/nslp/training under the Online Training accordion.	<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>
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General Program Compliance: Competitive Food Services

Not applicable.

General Program Compliance: Professional Standards

No findings.

General Program Compliance: Water

No findings,

General Program Compliance: Food Safety, Storage and Buy American

7	Storage violations were observed. SFA did not have internal thermometer inside the milk holding refrigerator.	Discussed specific violations and feasible solutions. Referred to Arizona's School Food Safety Guidance found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety accordion. Additionally, discussed Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ .	<i>Correction has been made while on-sit. No further action is needed.</i>
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General Program Compliance: Reporting and Recordkeeping

8	Production records for breakfast and lunch provided did not contain all required sections. Specifically, production records used and left over section is not completed adequately.	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 accordion. 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 accordion.	<i>Please provide copies of completed breakfast/lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i>
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9	Production records for breakfast and lunch did not contain all required sections. Specifically, it is missing the total number of meals served each day.	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 accordion. 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 accordion.	<i>Please provide copies of completed breakfast/lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i>
10	Production record crediting is inaccurate. Specifically, the Corn Dog served at lunch on October 10, 2022 credited as 2 oz eq M/MA and 1 oz eq Grain; however, it contained 1 oz eq M/MA and 1 oz eq Grain on the CN label.	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 accordion.	<i>Please provide a production record that reflects the correct crediting information for Corn dog. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
11	Production record crediting is inaccurate. Specifically, Taquitos served at lunch on October 11, 2022 credited as 2 oz eq M/MA and 2 oz eq Grain; however, production record indicated it contained 3 oz eq M/MA per serving(2) 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for Corn dog. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
12	Production record crediting is inaccurate. Specifically, Biscuit and gravy served at breakfast on October 12, 2022, credited as 0 oz eq M/MA and 1 oz eq Grain; however, production record indicated it contained on 1 eq oz M/MA 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.	<i>Please provide a production record that reflects the correct crediting information for Biscuit and gravy. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
13	Production record crediting is inaccurate. Specifically, Gogurt served at breakfast on October 14, 2022, credited as .5 oz eq M/MA per tube; however, production record indicated it contained 2 oz eq M/MA 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 accordion.	<i>Please provide a production record that reflects the correct crediting information for Biscuit and gravy. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>

General Program Compliance: School Breakfast Program and 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 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, EAGLE College Prep Harmony, LLC, 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 and School Breakfast Program (SBP) .

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
<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 to 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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