



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: EAGLE College Prep Mesa, LLC.

CTD: 07-82-23

Site: EAGLE College Preparatory School- Mesa

Contacts: Andrew Hennings, Regional Director and Omar Tabb, Principal

Review Date: November 29, 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
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

1	Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, insufficient daily fruit quantities were observed at breakfast; only 3/4 cup fruit was served at breakfast when 1 cup fruit is required. This was not a repeat finding from the previous cycle and did not contribute 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 (e.g., changes in serving utensils, recipes, etc.). 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. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).	<i>Please provide a written description of the changes that have been made to ensure that daily fruit quantities at breakfast meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.</i>
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2	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, insufficient daily vegetable quantities were observed at lunch on October 14, 2022; only 1/2 cup vegetable was provided when 3/4 cup of vegetable is required. This was not a repeat finding from the previous cycle and did not contribute 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 (e.g., changes in serving utensils, recipes, etc.). 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. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).	<i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantities at lunch meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i>
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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

3	An individual separate from the application approval process has not been designated as the hearing official. Specifically, the hearing official and confirming official are the same individual.	Discussed school official who could be designated. Referred to Hearing Procedure section in USDA's Eligibility Manual for School Meals found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.	<i>Please provide the name and title of the individual designated as the hearing official and the individual designated as the confirming official.</i>
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Meal Access & Reimbursement: Meal Counting and Claiming

No findings.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings.

Resource Management

No findings.

Procurement

No findings.

General Program Compliance: Civil Rights

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| 4 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the summer outreach flyer did not include 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>Updated program material with the correct nondiscrimination statement was provided while on site. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
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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

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| 5 | Documentation was not maintained to support that the school requested two food safety inspections each year from the local health department. | Discussed that each site operating must obtain two food safety inspections from the local health department per school year or maintain documentation to show that two food safety inspections were requested from the local health department each school year. | <i>Please provide a written description of how you will ensure that two food safety inspections from the local health department will be obtained each school year.</i> |
| 6 | Production record crediting is inaccurate. Specifically, Rice & Veggies served at lunch on October 11, 2022, credited as 1/8 cup vegetable; however, the production record indicated it did not credit under the vegetable component. | 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 a production record that reflects the correct crediting information for Rice & Veggies. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |

7	Production record crediting is inaccurate. Specifically, Biscuit & Gravy served at breakfast on October 12, 2022 credited as 1 oz eq Grain and 0 oz eq meat/meat alternate; however, the production record indicated that it contained 2 oz eq Grain and 1 oz eq meat/meat alternate.	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>
8	Production record crediting is inaccurate. Specifically, graham cracker served at breakfast on October 14, 2022, credited as 0.75 oz eq Grain per one serving (1 package); however, the production record indicated it contained 2 oz eq Grain per 2 full squares (two serving).	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 graham crackers. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
9	Production record crediting is inaccurate. Specifically, Go-Gurt served at breakfast on October 14, 2022, credited as 0.5 oz eq meat/meat alternate; however, the production record indicated it contained 2 oz eq meat/meat alternate.	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 Go-Gurt. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>
10	Production record crediting is inaccurate. Specifically, salad served at lunch on October 14, 2022, credit as 1/4 cup vegetable; however, the production record indicated it credited as 1/2 cup vegetable.	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 salad. 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, Pasta Salad served at lunch on October 14, 2022, credited as 1/8 cup vegetable; however, the production record indicated it did not credit under the vegetable component.	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 a production record that reflects the correct crediting information for Pasta Salad. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i>

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 Mesa, LLC. has completed the Administrative Review for School Year 2022-2023! Thank you for your hard work during the review process. I enjoyed learning about your program and the witnessing the healthy school meals you provide to your students!

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 Dixon 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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