



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: EAGLE South Mountain Charter, Inc.

CTD: 07-85-41

Site: EAGLE College Prep

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

Review Date: December 13, 2022

Review Period: November 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			
	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			
1	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims.	Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website https://www.azed.gov/hns/nslp/forms under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks 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 completed daily edit check worksheet for the month of November. Additionally, please provide written assurance that daily edit checks will be conducted. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete Daily Edit Checks must be submitted.</i>
Meal Pattern & Nutritional Quality: Offer Versus Serve			
Not applicable.			
Meal Pattern & Nutritional Quality: Meal Components and Quantities			
No findings.			
Resource Management			
No findings.			
Procurement			
No findings.			
General Program Compliance: Civil Rights			
2	The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically the 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 media release with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>
3	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>Please provide an updated summer outreach flyer 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.			
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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| 4 | Documentation was not maintained to support that the school received two food safety inspections from the local health department each school year, or 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> |
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General Program Compliance: Reporting and Recordkeeping

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| 5 | Production records for breakfast and lunch are not completed correctly. Specifically, several production records did not consistently contain all required sections: serving size, number of servings prepared, and leftovers. Specifically, number of servings prepared, and used, and leftovers sections are not completed consistently. | 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 and 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> |
| 6 | Production record crediting is inaccurate. Specifically, Go-Gurt served at breakfast on November 18, 2022, credited as 0.50 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 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 South Mountain Charter, 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?

<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 February 2, 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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