



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: West Gilbert Charter Elementary School, Inc.

CTD: 07-89-35

Site(s): Imagine Schools at Buckeye

Contacts: Bradford Uchacz, Executive Vice President and Eileen Grove, Regional NSLP Sponsor Representative

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

1	Meal count totals by category for the month of review were not correctly combined and recorded. This was deemed a non-systemic error and 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.	<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

2	On the day of review, it was observed that 3 lunches counted for reimbursement did not contain all of the required meal components. Specifically, 3 lunches counted for reimbursement did not contain the following component required during Serve Only meal service: milk. This contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 8 cents) until sufficient corrective action is received.	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 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 written description of the changes that have been made to ensure that all lunches 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>
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Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

No findings			
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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

No findings

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings

Resource Management

3	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.	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 accordon.	<i>Adult pricing was corrected during review period. No further corrective action is necessary.</i>
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Procurement

No findings

General Program Compliance: Civil Rights

4	The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, discrimination statement was not present on breakfast menu.	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>Corrected menus were provided after day of review. No further action is necessary.</i>
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General Program Compliance: SFA On-Site Monitoring

No findings

General Program Compliance: Local Wellness Policy

No findings

General Program Compliance: Competitive Food Services

No findings

General Program Compliance: Professional Standards

The School Nutrition Program Manager did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 10 hour training requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at https://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at https://www.azed.gov/hns/nslp/training/ under the Online Training Library accordion.	<i>Corrected training trackers were submitted after day of review. No further action is necessary.</i>
5		
Professional Standards training hours are not being adequately tracked. Specifically, training tracker is missing objective learning codes.	Discussed feasibility of different tracking methods for the school year. Suggested creating their own training tracker with all required information or upgrading current software system which does provide a sufficient tracking report. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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 written description of how Professional Standards training hours will be tracked and utilized to ensure that all School Nutrition Program staff meet their training requirements.</i>
6		

General Program Compliance: Water

No findings

General Program Compliance: Food Safety, Storage and Buy American

The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) during review period: bananas. Additionally, proper documentation justifying a Buy American exception was not maintained file. Documentation provided by sponsor was missing local educational agency name, authorize signature, date, and orders were not properly tracked.

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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 accordion. 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 accordion.

Corrected Buy American form for bananas was submitted after day of review. No further corrective action is necessary.

General Program Compliance: Reporting and Recordkeeping

8 Production record and recipe crediting are inaccurate. Specifically, Italian Deli Sandwich served on October 3, 2022 was recorded on the production record and recipe as 2.0 oz eq meat/meat alternate; however, this entrée actually credits as 1.75 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.

Updated production record and recipe for Italian Deli Sandwich was provided during the review. No further action is required.

9 Production record and recipe crediting are inaccurate. Specifically, Clubhouse Turkey Ham & Cheese Sandwich served on October 4, 2022 was recorded on the production record and recipe as 2.25 oz eq meat/meat alternate; however, this entrée actually credits as 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.

Updated production record and recipe for Clubhouse Turkey Ham & Cheese Sandwich was provided during the review. No further action is required.

10 Production record and recipe crediting are inaccurate. Specifically, the American Sub Sandwich served on October 6, 2022 was recorded on the production record and recipe as 2.25 oz eq meat/meat alternate; however, this entrée actually credits as 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.

Updated production record and recipe for American Sub Sandwich was provided during the review. No further action is required.

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:

Thank you for your continued cooperation throughout the administrative review process. It is evident that your team works diligently at providing children with healthy and nutritious meals.

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	\$10.30
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$6.11

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 17, 2023 to Adelita Bagley at adelita.bagley@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.

Equity for all students to achieve their full potential

