



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Institute for Transformative Education, Inc.

CTD: 10-87-35

Site: Changemaker High School

Contacts: Luis Perales, CEO, and Marilyn Valencia, Director of Federal and State Programs

Review Date: March 14, 2023

Review Period: February 2023

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	On the day of review, the required meal components were not available in their required quantities on every reimbursable meal service line to all students prior to meal service for lunch. This was non-systemic and if it was corrected prior to meal service.	Discussed options for additional items to be offered as part of the reimbursable meal and/or options for adjusting what is offered on each meal service line.	<i>Please provide a written description of the changes that have been made to ensure that all required meal components are available on every reimbursable meal service line to all students.</i>
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			

2	The site application in CNPWeb does not accurately reflect the point of service for lunch in that Offer vs. serve was observed on-site and is not documented on the CNPWeb application.	Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.	<i>Please submit a new site application in CNPWeb that accurately reflects the point of service. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i>
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings

Meal Pattern & Nutritional Quality: Meal Components and Quantities

3	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. Printable POS Signage can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.	<i>SFA posted the sign that displayed to students that demonstrates what constitutes a reimbursable meal at breakfast. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i>
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Resource Management

No findings

Procurement

No findings

General Program Compliance: Civil Rights

- 4 Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, the most recent Procedures for receiving and processing complaints alleging discrimination within the school meal programs is not being used.

Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at <https://www.azed.gov/hns/civilrights>. The Step-by-Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Training Library accordion.

Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements.

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

No findings

General Program Compliance: Water

No findings

General Program Compliance: Food Safety, Storage and Buy American

No findings

General Program Compliance: Reporting and Recordkeeping

No findings

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! Institute for Transformative Education, Inc. has completed the Administrative Review for the 2022-2023 school year. Thank you for your cooperation and hospitality during the review process. Please continue to keep up the great work!

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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 31, 2023 to Elsa Ramirez at Elsa.Ramirez@azed.gov

Elsa Ramirez March 20, 2023
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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