



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: A+ Charter Schools

CTD: 11-87-20

Site: A+ Charter Schools

Contacts: Laura Newcomb, Director/Founder and Lauren Gray, Director

Review Date: December 15, 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

1	Quantities observed during the review period did not meet minimum amounts required by the meal pattern for Grades 9-12. Specifically, 1 banana was credited as 1 cup instead of 1/2 cup, which resulted in not meeting minimum requirements for fruit on 12/15/2022 for Grades 9-12.	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 Lunch Program -AND-OR- 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 Lunch Menu -AND-OR 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	<i>Please provide a written description of the changes that have been made to ensure that fruit quantities for Grades 9-12 meet minimum amounts required by the meal pattern.</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		
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		
No findings.		
Procurement		
No findings.		
General Program Compliance: Civil Rights		
2	The "And Justice for All" poster displayed was smaller than the USDA specified size of 11" by 17".	Discussed USDA guidance states that the "And Justice for All" poster must not be printed on paper in a size smaller than 11 x 17 inches. Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification.
		<i>Please provide written assurance that the "And Justice For All" poster will not be printed on paper in a size smaller than 11 x 17 inches.</i>
3	The short version of the USDA nondiscrimination statement was used on program materials when the long version of the USDA nondiscrimination statement would have fit on the document	Discussed the short version of the USDA nondiscrimination statement should only be used when the long version of the USDA nondiscrimination statement will not fit on the document.
		<i>Please provide an updated program material with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>

- 4 The USDA nondiscrimination statement was not printed on appropriate program materials. 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. *Please provide an updated program material with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.*

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

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| 5 Production record crediting is inaccurate. Specifically, 1 banana served at lunch on 11/15/2022 credited as 1 cup; however, the production record indicated it contained 1 banana which is equivalent to 1/2 cup. | 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 1 banana. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
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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! A+Charter Schools has completed the Administrative Review for the 2022-2023 school year. Thank you for your hospitality during the review process. You are doing an outstanding job implementing the NSLP. It is evident you are working hard to make sure students are fed healthy 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?

☐ No- SBP

☐ Yes- SBP

☒ No- NSLP

☐ Yes- NSLP

\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **February 20, 2023** to Leslie Jhung at Leslie.Jhung@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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