



## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: American Leadership Academy, Inc.

CTD: 07-87-25

Site: American Leadership Academy, Ironwood K12

Contacts: Robert Plowman, Chief Financial Officer and Dawn Torres-Rivas, Food Service Director

Review Date: February 16, 2023

Review Period: January 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
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#### 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 for lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, the weekly requirement of 8oz eq grain was not met. This was determined to not be a repeat finding from the previous cycle and did not contribute toward fiscal action calculations.	Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.	<i>Please provide a written description of the changes that have been made to ensure that weekly grain quantities meet minimum amounts required by the meal pattern for lunch.</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.*

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**Meal Access & Reimbursement: Verification**

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*No findings.*

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**Meal Access & Reimbursement: Meal Counting and Claiming**

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*No findings.*

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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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*No findings.*

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**Meal Pattern & Nutritional Quality: Meal Components and Quantities**

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*No findings.*

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**Resource Management**

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| 2 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 and pricing utilizing the Adult Meal Pricing Tool. Non-Pricing Sites: 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. Pricing Site: the paid meal price plus the amount of reimbursement received for a paid meal plus the per meal value of entitlement and bonus commodities for pricing programs. Referred to Adult Meal Pricing Tool SY 22-23 on ADE's website at <a href="https://www.azed.gov/hns/nsip/forms/">https://www.azed.gov/hns/nsip/forms/</a> under the Financial accordion. | <i>Please provide a written description of the steps which have been taken to increase adult meal prices and resolve the discrepancy, including the exact formula used to price adult meals. Additionally, please submit supporting documentation which reflects that prices have been increased to the appropriate level.</i> |
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**Procurement**

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*No findings.*

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**General Program Compliance: Civil Rights**

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*No findings.*

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**General Program Compliance: SFA On-Site Monitoring**

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*No findings.*

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**General Program Compliance: Local Wellness Policy**

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*No findings.*

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**General Program Compliance: Competitive Food Services**

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*Not applicable.*

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**General Program Compliance: Professional Standards**

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*No findings.*

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**General Program Compliance: Water**

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*No findings.*

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**General Program Compliance: Food Safety, Storage and Buy American**

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*No findings.*

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**General Program Compliance: Reporting and Recordkeeping**

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*No findings.*

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**General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach**

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*No findings.*

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**Other Federal Program Reviews: Afterschool Snack Program**

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*Not applicable.*

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2023 if applicable.

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**Other Federal Program Reviews: Fresh Fruit and Vegetable Program**

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*Not applicable.*

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**Other Federal Program Reviews: Special Milk Program**

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*Not applicable.*

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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*Not applicable.*

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Comments/Recommendations:

Congratulations on completing the Administrative Review. Thank you for your cooperation during this process.

**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	\$0.00
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by April 7, 2023 to Berenice Camacho Castaneda, [Berenice.Camachocastaneda@azed.gov](mailto:Berenice.Camachocastaneda@azed.gov).

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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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