



## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: American Charter Schools Foundation d.b.a. Crestview College Preparatory High School

CTD: 07-89-50

Site: Crestview College Preparatory High School

Contacts: Michele Kaye, Chief Operating Officer/Heather Williams, Director of School Nutrition

Review Date: December 7, 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
<b>Performance Standard 1: Certification and Benefit Issuance – Critical Area</b>			
	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 the menu did not meet minimum amounts required by the meal pattern. Specifically, the weekly grain requirement of 9 oz equivalent for the SBP was not met. Weekly count was only 8.75 oz equivalent This was not determined to be a repeat finding from the previous cycle and did not 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 (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 Breakfast 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 Breakfast 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.	<i>Please provide a written description of the changes that have been made to ensure that weekly quantities meet minimum amounts required by the meal pattern.</i>
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#### Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

- 2 Salt shakers were made available to students during **breakfast/lunch** meal service. While this is not a violation of program requirements, it could cause the sodium range requirements to be exceeded. Discussed low sodium requirements of *None required at this time.* the program and recommended that salt shakers be removed from the accordions.

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**Meal Access & Reimbursement: Certification and Benefit Issuance**

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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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No Findings.

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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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No Findings.

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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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No Findings.

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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:**

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Thank you for your hard work and responsiveness during the review process! Your dedication to serving your students healthy, safe meals is evident. I appreciate the constant communication and your ability to go above and beyond. 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?

<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 January 12, 2023 to Sabrina Castaneda at [Sabrina.Castaneda@azed.gov](mailto:Sabrina.Castaneda@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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