



## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Maryvale Preparatory Academy

CTD: 07-85-92

Site(s): Great Hearts Academies - Maryvale Prep

Contacts: Crystal Cruz, Headmaster and Liceth Castro, Office Manager

Review Date: May 10, 2023

Review Period: April 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.		

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**Performance Standard 2: Meal Components & Quantities – Critical Area**

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1	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 7 oz of grains were offered at breakfast when 9 oz of grains needs to be offered. This was not determined to be a repeat finding from the previous cycle and will not contribute toward fiscal action calculations.</p>	<p>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. The Using Appropriate Serving Utensils Recorded Webinar &amp; 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. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that breakfast quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p>
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<p>2 Quantities observed on the day of review/during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 3/4 cup vegetable was offered on Monday, 2/17/2023, at lunch for grades 9-12 when 1 cup needs to be offered. This was not determined to be a repeat finding from the previous cycle and will not contribute toward fiscal action calculations.</p>	<p>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 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 &amp; 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. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that vegetable quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu.</i></p>
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<p>3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 1/2 cup vegetable was offered on Monday, 2/17/2023, at lunch for grades K-1 when 3/4 cup needs to be offered. This was not determined to be a repeat finding from the previous cycle and will not contribute toward fiscal action calculations.</p>	<p>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.).</p> <p>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 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 &amp; 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. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that vegetable quantities meet minimum amounts required by the meal pattern.</i></p>
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<p>4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 1/2 cup red/orange vegetable subgroup was offered for the week for lunch for grades K-1 when 3/4 cup needs to be offered. This was not determined to be a repeat finding from the previous cycle and will not contribute toward fiscal action calculations.</p>	<p>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 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 &amp; 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. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that vegetable quantities meet minimum amounts required by the meal pattern.</i></p>
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**Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area**

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No Findings.

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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.

<b>Meal Pattern &amp; Nutritional Quality: Offer Versus Serve</b>		
No Findings.		
<b>Meal Pattern &amp; Nutritional Quality: Meal Components and Quantities</b>		
No Findings.		
<b>Resource Management</b>		
No Findings.		
<b>Procurement</b>		
No Findings.		
<b>General Program Compliance: Civil Rights</b>		
No Findings.		
<b>General Program Compliance: SFA On-Site Monitoring</b>		
Not Applicable.		
<b>General Program Compliance: Local Wellness Policy</b>		
No Findings.		
<b>General Program Compliance: Competitive Food Services</b>		
Not Applicable.		
<b>General Program Compliance: Professional Standards</b>		
No Findings.		
<b>General Program Compliance: Water</b>		
No Findings.		
<b>General Program Compliance: Food Safety, Storage and Buy American</b>		
No Findings.		
<b>General Program Compliance: Reporting and Recordkeeping</b>		
5	<p>Production records for lunch contained inaccurate information: Specifically, production records stated the SFA was following K-1 and 2-12 meal patterns. These meal patterns do not exist, and production records should state either K-12 or K-8 and K-12 meal patterns.</p>	<p>Discussed required sections of production records. Production Record Templates can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion. The Production Record Overview Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.</p>
<i>Please provide copies of completed lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years.</i>		
<b>General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach</b>		
No Findings.		
<b>Other Federal Program Reviews: Afterschool Snack Program</b>		
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:**

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Congratulations, Maryvale Preparatory Academy has successfully completed the Administrative Review for the 2022-2023 school year. Thank you for your cooperation during the review process. Please remember that we have a variety of trainings (in-person and online) to assist you and your staff in operating a successful National School Lunch and Breakfast Program.

**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      \$0.00

☒ No- NSLP      ☐ Yes- NSLP      \$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by June 16, 2023 to [Megan.Lynch@azed.gov](mailto:Megan.Lynch@azed.gov).

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Reviewer Signature

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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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