



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Ridgeline Academy, Inc.

CTD: 07-86-09

Site(s): Ridgeline Academy, Inc. and Freedom Academy

Contacts: Keven Barker, Superintendent and Polsia Farris, Registrar

Review Date: March 27, 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
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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	On the day of review, it was observed that 1 lunch counted for reimbursement did not contain all of the required meal components. This contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 8 cents) until sufficient corrective action is received.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. 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. The Recognizing a Reimbursable Meal at the Point of Service and/or Recognizing a Reimbursable Breakfast Meal at the Point of Service Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/trainin g under the Online Training Library accordion.	<i>Please provide a written description of the changes that have been made to ensure that all lunches counted for reimbursement contain all of the required meal components. Additionally, the certificate of completion of Recognizing a Reimbursable Meal at the Point of Service must be submitted.</i>
2	Fluid milk was not available in at least two varieties at breakfast during the on site review of Ridgeline Academy, Inc. Grades 7-12. This was not determined to be a repeat finding from previous cycle and did not contribute toward fiscal action calculations.	Discussed variety requirement (even for Headstart) and feasible options for compliance (i.e., in juvenile corrections facility). Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents)	<i>Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</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

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings.

Meal Pattern & Nutritional Quality: Meal Components and Quantities		
No Findings.		
Resource Management		
3 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. Specifically, the SFA is charging adults \$3.75 for lunch when they should be charging \$4.90.	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 https://www.azed.gov/hns/nslp/forms/	<i>Please provide a written description of the steps which have been taken to increase adult meal prices for school year 23'-24' and resolve the discrepancy, including the exact formula used to price adult meals. Additionally, please submit supporting documentation which reflects that prices will be increased to the appropriate level for school year 23'-24'.</i>
Procurement		
4 The SFA did not provide documented procurement procedures.	Discussed that non-Federal entities must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of the Code of Federal Regulations for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in 2 CFR 200.317 through 2 CFR	<i>Please provide written procurement procedures that are consistent with 2 CFR 200.317 through 2 CFR 200.327.</i>
5 The SFA did not have procedures for providing sufficient oversight of the procurement to ensure contractors performed in accordance with the terms, conditions, and specifications of their contracts. Specifically, procedures for providing sufficient oversight of the procurement were not provided for the following formal purchases: Nutrition One.	Discussed that non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.	<i>Please provide a written description of procurement procedures that will be implemented to provide sufficient oversight of the terms, conditions, and specifications of awarded contracts. Additionally, please provide written assurance that all records will be maintained for 5 years.</i>
General Program Compliance: Civil Rights		
6 Medical statement for students with special dietary accommodations does not contain required sections: Specifically, the form does not include the SFAs contact information.	Discussed required sections of the medical statement for students with special dietary accommodations. Referred to Medical Statement for Students with Special Dietary Accommodations found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. Step-by-Step Instruction: How to Complete the Medical Statement for Students with Special Dietary Accommodations can be found on ADE's website at https://www.azed.gov/hns/nslp/trainin g under the Online Training Library	<i>Please provide a copy of the updated Special Dietary Needs Form that will be used for this purpose. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete the Medical Statement for Students with Special Dietary Accommodations must be submitted.</i>
7 The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the unpaid meal charge policy, SBP outreach, and SFSP outreach document did not include the USDA nondiscrimination statement.	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.	<i>Corrective action has been received for the unpaid meal charge policy. Please provide updated SBP and SFSP outreach with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>

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		
8	The following reviewed products, banana and fruit juices, indicated violations of the Buy American Provision in 7CFR 210.21(d) for bananas. Specifically, documentation tracking a Buy American exception was not maintained/on file.	<p>Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. Buy American Recorded Webinar and FAQ can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library</p> <p><i>Please provide a written description of the changes that have been made to recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i></p>
General Program Compliance: Reporting and Recordkeeping		
9	Production records for lunch contained inaccurate information: Specifically, production records stated the SFA was following a 7-12 lunch meal pattern. These meal patterns do not exist, and lunch production records should be separated by K-8 and K-12 meal patterns.	<p>Discussed required sections of production records. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion</p> <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></p>
General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach		
No Findings.		
Other Federal Program Reviews: Afterschool Snack Program		
No Findings.		
Other Federal Program Reviews: Seamless Summer Option		
Will be reviewed in Summer 2023 if applicable.		
Other Federal Program Reviews: Fresh Fruit and Vegetable Program		
No Findings.		
Other Federal Program Reviews: Special Milk Program		
No Findings.		

Other Federal Program Reviews: At-Risk Afterschool Meals

No Findings.

Comments/Recommendations:

Congratulations, Ridgeline Academy, Inc. 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 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?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0.00
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0.85

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 21, 2023 to Megan Lynch, RD at Megan.Lynch@azed.gov.

Reviewer Signature	Date
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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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