



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Southwest Education Center
CTD: 07-21-46
Site: Southwest Academy

Contacts: Brian McGowan, CFO and Jason Kudelka, Operations Director

Review Date: January 17, 2024

Review Period: December 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	<p>Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, only 1/2 cup fruit was served at breakfast on 01/17/2024 instead of the required 1 cup. This was determined to be a repeat finding from the previous cycle and contributed 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, increasing fruit options, 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 http://www.azed.gov/hns/nslp under the Meal Pattern accordion. 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. Please note that repeated violations involving food quantities may result in fiscal action.</p>	<p><i>Please provide a written description of the changes that have been made to ensure that daily fruit quantities at breakfast meet minimum amounts required by the meal pattern.</i></p>
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| <p>2 The changes made to the planned breakfast menu on the day of review 01/17/24, were not acceptable substitutions. Specifically, 1 cup of mixed fruit was planned and SFA substituted 1/2 cup mixed fruit with 1/2 cup cranberry juice cocktail (15% juice) which is not creditable toward meal pattern requirements. This contributed toward fiscal action calculations.</p> | <p>Discussed acceptable changes to the menu, importance of ensuring substitutions still allow the meal pattern requirements to be met. 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. Please note that repeated violations involving food quantities may result in fiscal action.</p> | <p><i>Please provide a written description of the changes that have been implemented to ensure that any changes made to the planned menu will meet meal pattern requirements. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p> |
| <p>3 During the week of review, at least 80% of grains served at breakfast were not whole grain-rich for the K-8 or 9-12 meal patterns. Specifically, only 77.42% of grains served during the week of review were whole grain-rich.</p> | <p>Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.</p> | <p><i>Please provide one week of breakfast production records and supporting documentation (CN Label, PFS, ingredient lists, Nutrition Facts labels, etc.) that demonstrate at least 80% of grains served at breakfast were whole grain-rich.</i></p> |
| <p>4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 5/8 cups red/orange vegetable was served at lunch during the week of review instead of the required 3/4 cup for grades K-8. This was determined to be a repeat finding from the previous cycle and contributed 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., increasing red/orange vegetable offerings, documenting all offerings, etc.). Meal pattern requirements for the National School Lunch 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 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 (extra 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly red/orange vegetable quantities meet minimum amounts required by the K-8 lunch meal pattern.</i></p> |

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| <p>5 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 1/2 cup vegetable was served at lunch on 12/07/2023 instead of the required 1 cup for grades 9-12. This was determined to be a repeat finding from the previous cycle and contributed 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, increasing vegetable offerings, etc.). Discussed with cafeteria staff how to properly identify reimbursable meals. Meal pattern requirements for the National School Lunch 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 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 (extra 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantities meet minimum amounts required by the 9-12 lunch meal pattern.</i></p> |
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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

No findings.

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

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| 6 | The most recent food safety inspection report was not posted in a prominent location and was not visible to all program participants. | Discussed making copies of most recent report and feasible places for posting. | <i>The most recent food safety inspection report was posted in a location where the program participants can view it, on the day of review. The report was posted in the front office next to the "And Justice for All" poster. No further corrective action needed.</i> |
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General Program Compliance: Reporting and Recordkeeping

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| 7 | Production record information is inaccurate. Specifically, the recipe number and portion size for Spaghetti Meat Sauce served on 12/06/2023 did not match the recipe provided. | Discussed 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 and recipe that reflects consistent information for Spaghetti Meat Sauce. Additionally, please provide a written description of changes made to ensure information on production records correctly reflects information on recipes.</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 2024 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:

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	\$67.73
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$129.80

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 11, 2024 to Ana Gandarilla, Ana.gandarilla@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.

Tom Horne, Superintendent of Public Instruction
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This institution is an equal opportunity provider.