



**ARIZONA DEPARTMENT OF  
EDUCATION**

**Health and Nutrition Services Division**

**Administrative Review Summary Report**

School Food Authority Name: Aprender Tucson  
 CTD: 10-87-85  
 Site: Southside Community School

Contacts: Christine Curtis, Superintendent and Melissa Costa, NSLP Director

Review Date: October 23, 2023

Review Period: September 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

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

1 Meals served to preschool students did not meet meal pattern requirements. Specifically, whole milk was served to preschool students at breakfast during the review period on September 11, 12, 13, and 15, 2023. This contributed to fiscal action calculations.	Discussed the updated preschool meal pattern. Specifically, that whole milk is not allowable for children over 23 months of age. Referred to SP 01-2018 Updated Infant and the updated preschool meal patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. CACFP Meal Pattern can be found on ADE's website at <a href="https://www.azed.gov/hns/cacfp">https://www.azed.gov/hns/cacfp</a> under the Meal Pattern accordion. Reviewer provided technical assistance that 1% or fat-free milk is required for participants 24 months and older.	<i>Please provide one week of breakfast production records that demonstrate that allowable fluid milk was served to preschool students. Additionally, please provide written assurance that whole milk will not be served to preschool students.</i>
---	--	--

- |   |   |   |
|---|---|---|
| <p>2 On the day of review, it was observed that 4 breakfasts counted for reimbursement by the person entering the point of service meal counts did not contain all of the required meal components. This contributed to 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. 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 &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. Technical assistance was provided to SFA's staff member taking the meal counts as to what constitutes a creditable meal service and how to document such on their system.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that all breakfasts 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></p>  |
| <p>3 Milk substitutions did not meet requirements. On the day of the review, lunch production record documented three 2% lactose-free milks being served; these are not allowable milk substitutions (must be fat-free/skim or low-fat/1%). This was not a repeating finding.</p> | <p>Provided nutrient requirements for milk substitutes and discussed options for meal service. Q&amp;As - Milk Substitution for Children with Medical or Special Dietary Needs (Non-Disability) can be found on FNS website at <a href="http://www.fns.usda.gov/qas-milk-substitution-children-medical-or-special-dietary-needs-non-disability/">http://www.fns.usda.gov/qas-milk-substitution-children-medical-or-special-dietary-needs-non-disability/</a>.</p>   | <p><i>If planning to continue offering a fluid milk substitute, please provide a copy of the Nutrition Facts label of the product that will be used that meets the nutrition requirements. If a fluid milk substitute will no longer be offered, please provide a written description of procedures that will be implemented to ensure only complete meals will be counted for reimbursement.</i></p> |

---

**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**

---

Not applicable

---

**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**

---

Not applicable

---

**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**

---

No findings

---

**General Program Compliance: Reporting and Recordkeeping**

---

No findings

---

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

---

No findings

---

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

---

4 Production records do not support that the Afterschool Snack Program (ASP) meal pattern was met on the following dates: insufficient fruit quantities on September 11, September 13, and September 14, 2023.

Discussed the meal pattern requirements of the ASP. The ASP meal pattern chart can be found on ADE's website at <https://www.azed.gov/hns/afterschool> under the Meal Pattern accordion.

*Please provide ASP production records for 5 consecutive days that demonstrate that the ASP meal pattern requirements have been met. Additionally, please provide written assurance that the ASP meal pattern will be adhered to at all times.*

---

**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:**

Congratulations! Aprender Tucson has completed the Administrative Review for the 2023-2024 school year. Thank you for your cooperation and hospitality during the review process. Please continue to 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?**

No- SBP       Yes- SBP      \$60.44  
 No- NSLP       Yes- NSLP      \$170.82

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 29, 2024 to Elsa Ramirez at [Elsa.Ramirez@azed.gov](mailto:Elsa.Ramirez@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  
1535 West Jefferson Street • Phoenix Arizona 85007 • [www.azed.gov](http://www.azed.gov)

“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.