



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Cortez Park Charter Middle School, Inc.
CTD: 07-89-75
Site: Imagine Cortez Park Middle

Contacts: Monte Lange, Executive Vice President and Eileen Grove, Regional NSLP Sponsor Representative

Review Date: October 16, 2024

Exit Conference Date: October 16, 2024

Review Period: September 2024

Programs Reviewed: [x] National School Lunch [x] School Breakfast [] Afterschool Snack
[] Fresh Fruit & Vegetable [] Special Milk [] At-Risk Afterschool Meals

Table with 3 columns: 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

No findings.

Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

No findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

Table with 3 columns: No., Review Observations & Findings, Technical Assistance Provided, Required Corrective Action. Row 1: 1 Although the site is operating on Community Eligibility Provision, the school's food service website includes a Free and Reduced-Price Meals Application. Discussed how a school participating in the Community Eligibility Provision must ensure reimbursable breakfasts and lunches are provided at no cost to all students and must not distribute or collect applications for free and reduced-price school meals on behalf of children. Income applications were removed from the food service webpage during the on-site review. Please provide written assurance that, while the school is participating in the Community Eligibility Provision, applications for free and reduced-price school meals will not be distributed or processed by food services.

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting and Claiming

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| 2 | Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims. | Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website at on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>An updated daily edit check with the correct attendance factor was provided during the on-site review. No further corrective action is required.</i> |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings.

Resource Management

No findings.

General Program Compliance: Civil Rights

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| 3 | The USDA nondiscrimination statement not printed on appropriate program materials. Specifically, the parent letter 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>An updated parent letter with the nondiscrimination statement was provided during the on-site review. No further corrective action is required.</i> |
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General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

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| 4 | The Local Wellness Policy did not contain all required elements. Specifically, the Local Wellness Policy did not contain a description of policy leadership. | Discussed that local wellness policies are required to include a description of public involvement, public updates, policy leadership, and evaluation plan. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion. | <i>Please provide a written plan for how a description of policy leadership will be added to the Local Wellness Policy. The plan should include draft language of the element to be added, who will be involved in updating the Local Wellness Policy and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</i> |
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General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

- 5 The SFA's training tracking records do not include the required elements. Specifically, the training tracking records provided for one director did not consistently include topic/objectives (professional standards learning codes).
- Discussed that although regulation does not specify the kind of records that must be kept, records that list the employee name, employer/school, training title, topic/objectives, training source, dates, and total training hours would be appropriate to demonstrate compliance with annual training requirements. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Training Library accordion.
- Please provide the updated director tracker that indicated topic/objectives (professional standards learning codes) for all trainings. Additionally, please provide written assurance that Professional Standards records will include all required elements, including topic/objectives (professional standards learning codes).*
- 6 Staff tasked with National School Lunch Program procurement responsibilities (NSLP Coordinator) has not completed annual training on Federal procurement standards.
- Discussed that school nutrition program directors, management, and staff tasked with National School Lunch Program procurement responsibilities must complete annual training on Federal procurement standards annually. Additionally discussed that procurement training may count towards the professional standards training standards. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Build Your Employees Training Plans accordion. Procurement Basics training can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Training Library accordion.
- Please provide the certificate of completion of Procurement Basics (or an equivalent training on Federal procurement standards) for staff tasked with National School Lunch Program procurement responsibilities (NSLP Coordinator). Additionally, please provide written assurance that annual training on Federal procurement standards will be completed annually.*

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

Not applicable.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2025 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! Cortez Park Charter Middle School, Inc. has completed the administrative review for the 2024-2025 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. Your team works marvelously together in order to do an outstanding job implementing the Child Nutrition Programs. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a supportive environment.

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?

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| <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 November 25, 2024 to Liz McLaughlin Liz.McLaughlin@azed.gov. The response must be on organizational letterhead and signed by an authorized representative and must indicate that corrective actions will be implemented SFA-wide.

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
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This institution is an equal opportunity provider.