



**ARIZONA DEPARTMENT OF  
EDUCATION**

**Health and Nutrition Services Division**

**Administrative Review Summary Report**

School Food Authority Name: P.L.C. Charter Schools  
 CTD: 07-89-07  
 Site: Arts Academy at Estrella Mountain

Contacts: Kim Steele, CEO and Lorena Lopez, Director of Food Services

Review Date: February 25, 2025

Exit Conference Date: February 25, 2025

Review Period: January 2025

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**

1	Meal service lines observed on the day of review did not provide an accurate count at the point of service. Specifically, one classroom administering breakfast in the classroom was taking counts by leftover meals and/or back counting and one classroom administering breakfast in the classroom did not take meal counts until the end of breakfast service. This was deemed a non-systemic error and did not contribute toward fiscal action calculations.	Discussed allowable methods of obtaining meal counts such as marking reimbursable breakfasts at the point of service. Additionally, discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	<i>Please provide a written description of changes to the system that have been implemented to ensure that breakfast in the classroom counting procedures provide an accurate count.</i>
2	Meal count totals were not correctly combined and recorded at breakfast and lunch during the review period. This was deemed a non-systemic error and contributed toward fiscal action calculations.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal count totals are correctly combined and recorded, including the date of implementation.</i>

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

3	Fluid milk was not available in at least two varieties at breakfast on the day of review. Specifically, three classrooms ran out of a milk variety during service resulting in students not having milk variety available throughout the entire service This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.	Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free, unflavored; fat-free, flavored; low-fat (1%), unflavored; and low-fat (1%) flavored. Please note that repeated violations involving milk requirements may result in fiscal action.	<i>Please provide a written description of changes that have been made to ensure that two milk varieties are available in all classrooms throughout breakfast service. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i>
---	---	--	--

- |  |  |   |
|--|--|---|
| <p>4 The following vegetable subgroup was not offered during the review period: Dark Green. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p>  | <p>Discussed vegetable subgroup requirements for the age/grade groups served. vegetable Subgroup Quick Guide 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 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. Please note that repeated violations involving vegetable subgroups may result in fiscal action.</p>  | <p><i>Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i></p> |
| <p>5 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 5.0 oz eq meat/meat alternate was served throughout January 2025 when 9.0 oz eq meat/meat alternate is required weekly at lunch for grades K-8. This was not a repeat finding from the previous cycle and therefore did 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.). 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.</p> | <p><i>Site has changed menus to include a cheese stick with the daily yogurt pack to ensure that 2.0 oz eq meat/meat alternate is provided daily and therefore increasing their weekly meat/meat alternate offerings. No further action is required.</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**

---

- |   |   |  |   |
|---|---|--|---|
| 6 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast. | Discussed feasible options for signage and potential content as well as the plan for creating and posting near the point of service. Printable reimbursable meal signage 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. | <i>Please provide the sign that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i> |
|---|---|--|---|

---

**Meal Pattern & Nutritional Quality: Meal Components and Quantities**

---

*No findings.*

---

**Resource Management**

---

*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**

---

- |   |   |  |  |
|---|---|--|--|
| 7 | The following products observed at Arts Academy at Estrella Mountain were in violation of the Buy American Provision (i.e., were non-domestic) and sufficient documentation justifying a Buy American exception were not maintained on file: Frozen Strawberries (product of Mexico). | Discussed that funds used from the nonprofit school food service account must be used to procure food products that comply with the Buy American Provision. Additionally discussed procedures for documenting a Buy American exception. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, 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 Operational accordion. Buy American Recorded Webinar and FAQ 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. | <i>Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i> |
|---|---|--|--|

---

**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**

---

*No findings.*

---

**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! P.L.C. Charter Schools 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 National School Lunch Program and School Breakfast Program. It is recommended that internal compliance checks are conducted periodically for breakfast in the classroom meal counting procedures. 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?**

- No- SBP       Yes- SBP      \$17.04
- No- NSLP       Yes- NSLP      \$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by April 11, 2025 to Kariann Sadlon at Kariann.Sadlon@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  
“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.