



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Southgate Academy, Inc.

CTD: 10-87-79

Site: Southgate Academy

Contacts: Sylvia Calmelat, Superintendent and Naomi Borboa, Program Manager

Review Date: April 15, 2025

Exit Conference Date: April 15, 2025

Review Period: March 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 finding.

### Performance Standard 1: Meal Counting and Claiming – Critical Area

No findings.

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

1	Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1 oz eq meat/meat alternate was served on March 7, 2025 when 2.0 oz eq is required daily at lunch for grades 9-12. This was not a repeat finding from the previous cycle and therefore did not contribute 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 (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. Please note that repeated violations involving food quantities may result in fiscal action.	Please provide a written description of the changes that have been made to ensure that daily meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern for grades 9-12.
---	--	--	---

<p>2 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 9 oz eq meat/meat alternate was served during the week of review, when 10 oz eq is required weekly at lunch for grades 9-12. 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>Please provide a written description of the changes that have been made to ensure that weekly meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern for grades 9-12.</i></p>
<p>3 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1.25 oz eq grain was served on March 3, 2025 and 1.0 oz eq grain was served on March 4 and 6, 2025 when 2.0 oz eq grain is required daily at lunch for grades 9-12. 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>Please provide a written description of the changes that have been made to ensure that daily grain quantities at lunch meet minimum amounts required by the meal pattern for grades 9-12. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i></p>
<p>4 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 7.25 oz eq grains were served during the week of review, when 10 oz eq are required weekly at lunch for grades 9-12. 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. 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 weekly grain quantities at lunch meet minimum amounts required by the meal pattern for grades 9-12.</i></p>

<b>Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area</b>		
<i>No findings.</i>		
<b>Meal Access &amp; Reimbursement: Certification and Benefit Issuance</b>		
<i>No findings.</i>		
<b>Meal Access &amp; Reimbursement: Verification</b>		
<i>No findings.</i>		
<b>Meal Access &amp; Reimbursement: Meal Counting and Claiming</b>		
<i>No findings.</i>		
<b>Meal Pattern &amp; Nutritional Quality: Offer Versus Serve</b>		
<i>No findings.</i>		
<b>Meal Pattern &amp; Nutritional Quality: Meal Components and Quantities</b>		
5	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>
<b>Resource Management</b>		
<i>No findings.</i>		
<b>General Program Compliance: Civil Rights</b>		
6	The "And Justice for All" poster displayed was not the most current "And Justice for All" poster.	Discussed where to find a printable "And Justice For All" poster on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> . Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification. <i>Correction has been made during on-site visit. No further action needed.</i>
<b>General Program Compliance: SFA On-Site Monitoring</b>		
<i>Not applicable.</i>		
<b>General Program Compliance: Local Wellness Policy</b>		
<i>No findings.</i>		
<b>General Program Compliance: Competitive Food Services</b>		
<i>Not applicable.</i>		

---

**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**

---

- |   |  |  |
|---|--|--|
| 7 Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: grilled chicken sandwich, chicken fajita, hamburger bun, Turkey franks and hot dog bun. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Additionally discussed that crediting information is not a required element of a production record and therefore is not required to be included on the production record. Crediting resources 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. | Please provide a written description of changes made to ensure crediting is correctly reflected on production records. If the operation chooses not to include the optional crediting information on the production record moving forward, please provide production records for 5 consecutive days demonstrating that it is no longer included. |
|---|--|--|

---

**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**

---

*No findings.*

---

**Other Federal Program Reviews: Special Milk Program**

---

*Not applicable.*

---

**Other Federal Program Reviews: At-Risk Afterschool Meals**

---

*Not applicable.*

---

Comments/Recommendations:

Congratulations on completing the Administrative Review for the 2024-2025 school year. Thank you for your hard work and cooperation during this process. You are doing a wonderful job implementing the School Nutrition Programs and it was a pleasure visiting your school. Please 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      \$0.00

☒ No- NSLP      ☐ Yes- NSLP      \$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **June 6, 2025** to Amy Dixon Banire at [amy.dixonbanire@azed.gov](mailto:amy.dixonbanire@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](http://www.azed.gov)  
"We are a service organization committed to raising academic outcomes and empowering parents."

This institution is an equal opportunity provider.