



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Premier Charter High School
CTD: 07-89-39
Site: Premier Charter High School

Contacts: Claudia Ramos, Charter Representative and Johanna Casas, CNP Coordinator

Review Date: November 13, 2025

Exit Conference Date: November 13, 2025

Review Period: October 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
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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 Food quantities observed at lunch on the day of review did not meet minimum amounts required by the meal pattern. Specifically, the Deli Sub served contained 1.0 oz eq. of Meat/Meat-Alternate when 2.0 oz eq. is required daily 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 http://www.azed.gov/hns/nslp under the Meal Pattern accordion.	<i>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. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i>
	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 in the Menu Planning/ Meal Pattern section.	
	The Using Appropriate Serving Utensils Webinar and Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion in the Operations section. Please note that repeated violations involving food quantities may result in fiscal action.	

- 2 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1.0 oz eq. of Meat/Meat-Alternate was served on October 20-23, 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 <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 in the Menu Planning/ Meal Pattern section.
- The Using Appropriate Serving Utensils Recorded Webinar can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Operations section. 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. Additionally, the certificate of completion of Step-by-Step Instruction*
- 3 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 6 oz eq. of Meat/Meat-Alternates were served on October 20-24, 2025 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.
- 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 <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 in the Menu Planning/ Meal Pattern section.
- The Using Appropriate Serving Utensils Recorded Webinar can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Operations section.
- The Using Appropriate Serving Utensils Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Operations section. 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 weekly meat/meat-alternate quantities at lunch meet minimum amounts required by the meal pattern.*

Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings.

Resource Management

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| 4 | A system or process to sufficiently separate nonprogram food revenue and costs from program food revenue and costs has not been implemented. Specifically, the SFA did not have a processes in place for tracking revenues and costs of individual items provided to students a la carte or assessing compliance with nonprogram food revenue. | Discussed feasible methods for separating revenues and costs from program foods from revenues and costs from nonprogram foods. Discussed revenue from nonprogram foods requirements and provided with Nonprogram Food Revenue Tool. Referred to USDA Memo SP 39-2011: Guidance on Paid Lunch Equity and Revenue from Nonprogram Foods. | <i>Please provide a description of the systems that will be developed to separate nonprogram food revenue from program food revenue. If no longer providing nonprogram foods to students, please provide a written description of changes that have been made to meal services to ensure only program foods (reimbursable meals) are provided.</i> |
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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

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| 5 | The School Nutrition Program Director hired on or after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date. | Discussed requirement and feasibility for attending an available certification training within current school year. Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ . | <i>The food safety certification training was completed by the School Nutrition Program Director on October 27, 2021. No further corrective action is required.</i> |
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General Program Compliance: Water

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

No Findings.

General Program Compliance: Reporting and Recordkeeping

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| 6 Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: Sausage Gravy & Biscuits, Applesauce Oatmeal, Chicken Biscuit Sandwich, Cheeseburger, Deli Sub, Street Taco Bar, and Caesar Salad with Chicken. | 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>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.</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 2026 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, Premier Charter High School has successfully completed the administrative review for the 2025-2026 school year. It is recommended that trainings in Meal Components and Quantities are completed throughout the year. It is also recommended that internal compliance checks are conducted periodically in these critical areas to maintain program integrity. Thank you for your cooperation during the review process.

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>.

