



## Arizona Department of Education Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Integrity Education Incorporated

CTD: 07-87-51

Site: Integrity Education Centre

Contacts: Ken Mullan, Principal and Susan Scott, Director

Review Date: September 27, 2019

Review Period: August 2019

Programs Reviewed:

☒ National School Lunch

☒ School Breakfast

☒ Afterschool Snack

☐ Fresh Fruit & Vegetable

☐ Special Milk

No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
-----	--------------------------------	-------------------------------	----------------------------

#### Performance Standard 1: Certification & Benefit Issuance- Critical Area

*No findings.*

#### Performance Standard 1: Meal Counting & Claiming- Critical Area

*No findings.*

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

<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the minimum daily fruit requirements were not met at breakfast on 8/14/19 or 8/15/19; only 7/8 cup was offered when 1 cup is required. This was attributed to clementines/tangelos being credited as a 1/2 cup when the Food Buying Guide indicates that 1 whole clementine/tangelo is 3/8 cup.</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 portion sizes, recipes, type of fruit offered, etc.).</p> <p>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.</p> <p>Meal pattern requirements for the School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>.</p> <p>The Step by Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that daily fruit quantities at breakfast meet minimum amounts required by the meal pattern.</i></p>
--	---	---

2	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the minimum weekly grain requirement was not met for grades 6-12 at breakfast.</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., increasing portions, having an additional item available at least 4 times a week, etc.). 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. Meal pattern requirements for the School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. The Step by Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</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. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p>
3	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the minimum weekly red/orange vegetable requirement was not met for grades 6-8 and 9-12. This was the result of "salad" and "veggie dipper" sides not specifying what vegetables were provided each time they were served.</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., increasing 3/8 cup vegetable portions to 1/2 cup, documenting everything that is offered each day, 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/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. 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/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a>. 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/trainingps/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that weekly red/orange vegetable quantities at lunch meet minimum amounts required by the meal pattern.</i></p>

4	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the minimum daily grain requirement was not met at lunch on 8/17/19 for grades 6-8 and was not met on 8/12/19, 8/13/19, 8/15/19, or 8/16/19 for grades 9-12.</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., revising recipes, documenting crouton offering, etc.). 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. 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/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. 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/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</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. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p>
5	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the minimum weekly grain requirement was not met for grades 6-8 and 9-12 at lunch.</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., revising recipes, increasing portions, documenting all grain offerings, etc.). 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. 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/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. 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/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</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.</i></p>

6	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the daily fruit requirement was not met at lunch on 8/12/19, 8/13/19, or 8/16/19 for grades 9-12.</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., increasing portions, documenting all fruits served, etc.).</p> <p>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.</p> <p>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/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>.</p> <p>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/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that daily fruit quantities at lunch meet minimum amounts required by the meal pattern.</i></p>
7	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the weekly fruit requirement was not met at lunch for grades 9-12.</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., increasing portions, documenting all fruits served, etc.).</p> <p>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.</p> <p>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/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>.</p> <p>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/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that weekly fruit quantities at lunch meet minimum amounts required by the meal pattern.</i></p>

8	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the daily vegetable requirement was not met at lunch on 8/12/19, 8/15/19, or 8/16/19 for grades 9-12.</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., increasing portions, revising recipes, documenting all vegetables served, etc.). 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. 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/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. 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/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantities at lunch meet minimum amounts required by the meal pattern.</i></p>
9	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the weekly vegetable requirement was not met at lunch for grades 9-12.</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., increasing portions, revising recipes, documenting all vegetables served, etc.). 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. 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/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. 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/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that weekly vegetable quantities at lunch meet minimum amounts required by the meal pattern.</i></p>

10	<p>Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, only 1/2 cup of fruit (juice) was offered at breakfast when a minimum of 1 cup of fruit is required.</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., always having 2 fruit options at breakfast). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. The Step by Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that daily fruit quantities at breakfast meet minimum amounts required by the meal pattern.</i></p>
11	<p>The changes made to the planned menu on the day of review were not acceptable. Specifically, grapes were planned to be served at breakfast but were not offered at breakfast causing the daily fruit quantity to be below minimum requirements.</p>	<p>Discussed acceptable changes to the menu and the importance of ensuring substitutions still allow the meal pattern requirements to be met. The Step by Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please provide a written description of the changes that have been implemented at breakfast to ensure that any changes made to the planned menu will meet meal pattern requirements.</i></p>
12	<p>Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, only 1.75 oz. eq. grain (1.5 oz. eq. from pizza + 0.25 oz. eq. from croutons) was offered at lunch for grades 9-12 when a minimum of 2.0 oz. eq. grain is required.</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 recipes/products, etc.). 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. 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/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. 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/trainings/online/">http://www.azed.gov/hns/nslp/trainings/online/</a>. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</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.</i></p>

<p>On the day of review, it was observed that 5 breakfasts counted for reimbursement did not contain all of the required meal components. Specifically, 2 breakfasts did not contain a fruit and 3 breakfasts did not consist of at least 3 items. This contributed 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. 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 Breakfast Meal at the Point of Service Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/</a>.</p>	<p><i>Please provide a written description of the changes that have been made to ensure that all meals counted for reimbursement contain all of the required meal components. Additionally, the certificate of completion of Recognizing a Reimbursable Breakfast Meal at the Point of Service must be submitted.</i></p>
13		

---

**Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area**

---

*No findings.*

---

**Meal Access & Reimbursement: Certification & Benefit Issuance**

---

*No findings.*

---

**Meal Access & Reimbursement: Verification**

---

*No findings.*

---

**Meal Access & Reimbursement: Meal Counting & Claiming**

---

*No findings.*

---

**Meal Pattern & Nutritional Quality: Offer Versus Serve**

---

<p>OVS was not implemented properly at breakfast. Although students were allowed to refuse items, they were not instructed to take the minimum of 3 items (1 being a 1/2 cup fruit or vegetable).</p>	<p>Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. Reviewed menu and discussed options for a reimbursable meal under OVS. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/programguidance/">http://www.azed.gov/hns/nslp/programguidance/</a>.</p>	<p><i>Please provide a written description demonstrating how OVS will be implemented properly at breakfast. Additionally, please provide written assurance that moving forward, OVS will be implemented properly.</i></p>
14		

---

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

---

<p>Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast.</p>	<p>Discussed feasible options for signage and potential content, plan for creating, and posting. Printable POS Signage can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a>.</p>	<p><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></p>
15		

---

**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**

---

16	The recent assessment of the implementation of the LWP did not meet the Final Rule requirements. Specifically, an assessment of the school itself was conducted rather than an assessment of the wellness policy.	Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with their LWP, how the LEA's LWP compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. Sample evaluation tools can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/lwp/">http://www.azed.gov/hns/nslp/lwp/</a> . Also discussed feasible means for notifying the public of the results of the most recent assessment.	<i>None required at this time.</i>
----	---	--	------------------------------------

---

**General Program Compliance: Competitive Food Services**

---

*No findings.*

---

**General Program Compliance: Professional Standards**

---

17	The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 12-hour requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals 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> .	<i>Please provide the expected date that the training requirement will be met as well as the name, date, and content information of trainings that the School Nutrition Program Director is registered for.</i>
18	Part-time School Nutrition Program staff have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 4 hour training requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals 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> .	<i>Please provide the expected date that the training requirement will be met as well as the name, date, and content information of trainings that Part-time School Nutrition Program staff is registered for.</i>

---

**General Program Compliance: Water**

---

*No findings.*



---

**General Program Compliance: Food Safety, Storage and Buy American**

---

<p>The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) at off-site storage facilities: Suncup Juices (grape, apple, orange, and fruit punch). Additionally, sufficient documentation justifying a Buy American exception was not maintained.</p>	<p>Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar, and FAQ. Funds used from the nonprofit food service account must be used to procure food products that comply with the Buy American Provision. 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="http://www.azed.gov/hns/nslp/forms/">http://www.azed.gov/hns/nslp/forms/</a>. Buy American Recorded Webinar and FAQ can be found on ADE's website at <a href="http://www.azed.gov/hns/sfp/">http://www.azed.gov/hns/sfp/</a>.</p>	<p><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. Additionally, please provide the form that will be utilized for tracking any exceptions to the Buy American Provision.</i></p>
<p>19</p>		

---

**General Program Compliance: Reporting & Recordkeeping**

---

<p>Production records for breakfast and lunch did not contain all required sections. Specifically, they did not contain leftovers, and the amount of meals served were not consistently being filled out.</p>	<p>Discussed required sections of production records. Parts of a Production Record Guidance can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a>. Production Record for Multiple Grades can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a>. The Production Record Overview Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/</a>.</p>	<p><i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i></p>
<p>20</p>		
<p>It was observed on site that the caterer is completing production records for breakfast and lunch when the caterer does not serve breakfast and is not present at breakfast service to count the actual amount of items served and the actual amount of items left over.</p>	<p>Discussed importance of the server (whether SFA or caterer depending on meal service) completing production records before meal service to document the actual amount of items served and after meal service to record the actual amount of items left over.</p>	<p><i>Please provide a written description of the changes that have been made to procedures for completing production records to ensure items served and items left over are accurately recorded.</i></p>
<p>21</p>		
<p>Production record crediting and recipe crediting are inconsistent. Specifically, the following recipes listed crediting information that differed from the production record: Chicken Caesar Salad, Hamburger, and Pizza.</p>	<p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Referred to the meal pattern webpage - <a href="http://www.azed.gov/hns/nslp/mealpattern/">http://www.azed.gov/hns/nslp/mealpattern/</a>.</p>	<p><i>Please provide updated recipes and production records with consistent crediting.</i></p>
<p>22</p>		

---

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

---

23	Households were not notified of the availability of the SFSP prior to the end of the school year.	Discussed methods of notifying families of the availability of the SFSP prior to the end of the school year and determined which was most feasible. Summer feeding locations can be found at <a href="http://www.eatwellbewell.org/">http://www.eatwellbewell.org/</a> . Call 1(800) 5-HUNGRY for more information and/or go to <a href="http://www.whyhunger.org/">http://www.whyhunger.org/</a> .	<i>Please provide a description of how households will be notified of the availability of the SFSP prior to the end of the school year, and written assurance that this will occur.</i>
----	---	---	---

---

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

---

24	Production records do not support that the Afterschool Snack Program (ASP) meal pattern was met on 8/16/19. Specifically, fruit snacks were served as the fruit component.	Discussed the meal pattern requirements of the ASP. The ASP meal pattern table can be found on ADE's website at <a href="http://www.azed.gov/hns/nsfp/ascsp/">http://www.azed.gov/hns/nsfp/ascsp/</a> .	<i>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.</i>
25	The Afterschool Snack Program monitoring review was not conducted within the first four weeks of operation and one additional time during the school year.	Discussed ASP monitoring requirements. A sample ASP monitoring form can be found on ADE's website at <a href="http://www.azed.gov/hns/nsfp/ascsp/">http://www.azed.gov/hns/nsfp/ascsp/</a> .	<i>Please provide written assurance that the ASP will be monitored once within the first four weeks of operation and one additional time during the school year, and that documentation to support this will be maintained.</i>

---

**Other Federal Program Reviews: Seamless Summer Option**

---

Will be reviewed in Summer 2020 if applicable.

---

**Other Federal Program Reviews: Fresh Fruit & 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! Integrity Education Incorporated has completed the Administrative Review for the 2019-2020 school year. Thank you for your hospitality and organization during the review process. It is evident that you are working hard to ensure your students are fed healthy meals in a warm, welcoming environment.

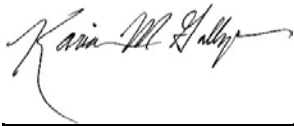
**To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <http://www.azed.gov/hns/nslp/>.**

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$9.11
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$3.76

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by December 4, 2019 to Kariann Gallegos at [Kariann.Gallegos@azed.gov](mailto:Kariann.Gallegos@azed.gov) or 1535 West Jefferson Street Bin #7, Phoenix, AZ 85007.



10/7/2019

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the National School Lunch Program Administrative Review Appeal Procedures found here:

<https://cms.azed.gov/home/GetDocumentFile?id=58dbe2581130c01500d4b08b>

Kathy Hoffman, Superintendent of Public Instruction  
1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-5460 • [www.azed.gov](http://www.azed.gov)  
This institution is an equal opportunity provider.