



**Arizona Department of Education
Health and Nutrition Services Division**

Administrative Review Summary Report

School Food Authority Name: Milestones Charter School

CTD: 07-87-91

Site: AAEC - SMCC Campus, Career Success School - Sage Campus, Milestones Charter School, Pleasantview Christian Elementary, Robert L. Duffy High School (formerly Career Success High School - Glendale in school year 2018-2019) SABIS International and Tech Campus (formerly Career Success High School - Main Campus in school year 2018-2019)

Contacts: Tara Cabardo, Administrator and Loretta Lane, Director

Review Date: December 2-3, December 5-6 and December 9-10, 2019

Review Period: November 2019

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 & Benefit Issuance- Critical Area

1	Multiple applications were certified incorrectly or utilized incomplete information. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications sections in USDA's Eligibility Manual for School Meals.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student.</i>
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Performance Standard 1: Meal Counting & Claiming- Critical Area

2	Career Success School- Sage Campus: Meal count totals by category for the month of December were not correctly combined and recorded. Specifically, December Daily Edit Check indicates 2,342 meals were served, however, the December CNPWeb claim indicates 2,320 meals were served. This was deemed a 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 service lines provide an accurate count by eligibility category.</i>
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Performance Standard 2: Meal Components & Quantities- Critical Area

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| 3 | SABIS International: Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly grains credited as 7.25oz/eq, not the required 8oz/eq. This was determined to be a repeat finding from cycle two 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.e. changes in serving utensils, recipes, 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 www.azed.gov/hns/nslp/mealpattern . Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents). | <i>Please provide a written description of the changes that have been made to ensure that weekly minimum grain quantities meet minimum amounts required by the meal pattern.</i> |
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Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

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| 4 | The household application approval process is not being completed within ten operating days of receipt of the application. | Referred to Application Processing Timeframe section in USDA's Eligibility Manual for School Meals found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/ . Discussed best practices (e.g. date stamp, secretary receives all incoming applications...) | <i>Please provide written procedures that will be implemented to ensure income applications are processed within ten operating days of receipt.</i> |
| 5 | Student eligibility is being backdated to when income application is submitted. | Discussed student eligibility certification date is the day the income application is processed, not the application submission date. | <i>Please provide written assurance that student eligibility certification date will be the day the income application is processed. Additionally, provide written assurance that student eligibility will not be backdated to the date the income application was submitted. Please provide a written description of the changes that have been implemented to ensure student eligibility will have the correct certification date.</i> |

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| 6 | Updates to the benefit issuance document are not being made in a timely manner upon receipt of Direct Certification updates. Specifically, two selected students matched on Direct Certification, however, were still coded on the BID as free by food stamp (case # application). | Discussed potential changes that can be made to system to ensure that updates are made in a timely manner. The Step by Step Instruction: How to Create a Benefit Issuance Document (BID) can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ps/online/ . | <i>Please provide a benefit issuance document that demonstrates timely updates, such as changes in eligibility, new students or withdrawn students. Additionally, please provide written assurance that moving forward, all updates will occur in a timely manner.</i> |
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Meal Access & Reimbursement: Verification

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| 7 | Households that failed to respond to verification were not given adequate follow-up. Specifically, one selected application did not have a follow-up attempt made. Status was changed due to not responding to the initial letter on 11/1/2019. | Discussed options for conducting follow-up for households that failed to respond to verification and potential timelines. Referred to Verification Tracking Form found on ADE's Verification webpage: http://www.azed.gov/hns/nslp/verification/ . Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/ . | <i>Please provide a written description of changes to the system that have been implemented to ensure that verification will be conducted according to the required procedure.</i> |
| 8 | Households for whom benefits were to be terminated were not given 10 calendar days written advance notice of the change. | Discussed requirements for notifying households of adverse action, including timelines and dates to be included on the notice. Referred to Online Training: Verification Review found on ADE's Verification webpage: http://www.azed.gov/hns/nslp/verification/ . Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/ . | <i>Please provide written procedures for notifying households of a decrease in benefit status and written assurance that an adequate notice of adverse action will be provided to households that will have a decrease in benefits.</i> |

9 The notice of adverse action did not meet requirements. Specifically, the notice of adverse action was dated 11/1/2019, however, indicated a hearing must be requested by 10/30/2019.	Discussed requirements for notifying households of adverse action, including timelines and dates to be included on the notice. Referred to Letter of Verification Results and Online Training: Verification Review found on ADE's Verification webpage: http://www.azed.gov/hns/nslp/verification/ . Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/ .	<i>Please provide written assurance that an adequate notice of adverse action will be provided to households that will have a decrease in benefits. Additionally, provide a copy of the form that will be used for this purpose.</i>
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Meal Access & Reimbursement: Meal Counting & Claiming

10 The site application in CNPWeb does not accurately reflect point of service and counting and claiming procedures that were observed on-site. Specifically, Robert L. Duffy High School site application indicates serving Pre-K students, however, Pre-K students are not enrolled in the school.	Referred them to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.	<i>Please submit a new site application in CNPWeb that accurately reflects the point of service and counting and claiming procedures. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i>
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Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

11 Milestone Charter School: Signage which explains what constitutes a reimbursable meal was not displayed to Pre-K students at lunch.	Discussed feasible options for Serve Only signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at http://www.azed.gov/hns/nslp/mealpattern/ .	<i>None required at this time.</i>
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| 12 Pleasantview Christian Elementary: Meals served to Pre-K students did not meet requirements. Specifically, juice was served during more than one meal service for Pre-K students. | Discussed Pre-K meal pattern, specifically that juice cannot be served in more than one meal service and grain based desserts may not be credited at breakfast. Referred to SP 01-2018 Updated Infant and Preschool Meal Patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. Resources for the new Pre-K meal pattern can be found at:
http://www.azed.gov/hns/cacfp/cacfpmealpattern/ . | <i>None required at this time.</i> |
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Resource Management

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| 13 The SFA did not ensure that only non-Federal funds were utilized to restore the Nonprofit School Food Service Account for funds written off as bad debt for uncollectible student meal debt. Repayment of bad debt resulting from unpaid meal charges is an unallowable cost; therefore, the NSFSA must be restored using non-Federal funds. | Discussed these funds may come from: The school district's general fund, special funding from State or local governments, or any other non-federal sources. Referred to SP 23-2017 & SP 29-2017. | <i>Please provide a copy of the revised local meal charge policy that demonstrates compliance with the state's specific requirements. Specifically, please update this policy to include how the Nonprofit School Food Service Account will be restored for any operating losses which are a result of bad debt and the sources of allowable non-Federal sources that will be utilized to restore these operating losses</i> |
| 14 Discrepancies were identified during the review of expenses conducted during the resource management portion of the Administrative Review. Specifically, the number of meals listed on the catering invoice were lower than the amount of meals claimed for reimbursement. The number of breakfasts served and billed by the caterer was 243, however the number of breakfasts claimed was 364 a difference of 121 meals. The number of lunches served and billed by the caterer was 1061, however the number of breakfasts claimed was 1100 a difference of 39 meals. It was later determined that the original invoice sent by the catering company was incorrect, and production records were provided by Milestones to support the number of meals claimed for reimbursement | Discussed record keeping requirements for meals claimed for reimbursement. | <i>Please provide a written description of the procedures which will be implemented to ensure that invoices received from the caterer are reviewed for accuracy and compared to production records, prior to approving these invoices for payment.</i> |

General Program Compliance: Civil Rights

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| 15 SABIS International: Civil Rights training provided to staff did not cover all required training subjects. | Discussed the following subjects must be covered: Collection and Use of Data, Effective Public Notification Systems, Complaint Procedures, Compliance Review Techniques, Resolution of Noncompliance, Requirements for Reasonable Accommodations of Persons with Disabilities, Requirements for Language Assistance, Conflict Resolution, and Customer Service. An acceptable civil rights power point training material can be found on ADE's website at http://www.azed.gov/hns/civilrights/ . | <i>Please provide written assurance that all food service staff will be trained at hire and as needed on Civil Rights Compliance in Child Nutrition Programs. Describe the process that will be implemented to ensure that this requirement is adhered to and properly documented.</i> |
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General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

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| 16 The public is not being notified of the existence and contents of the LWP. Specifically, only Milestones Charter School community is notified of the existence and contents of the LWP. | Discussed feasible means of notifying the public about the LWP. | <i>None required at this time.</i> |
| 17 Potential stakeholders (school health professionals and school board) are not made aware of their ability to participate in the development, review, update and implementation of the LWP | Discussed feasible means of notifying potential stakeholders of their ability to participate. | <i>None required at this time.</i> |
| 18 A recent assessment of the implementation of the LWP has not been conducted nor have plans been developed to complete the assessment. | 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 http://www.azed.gov/hns/nslp/lwp/ . Also discussed feasible means for notifying the public of the results of the most recent assessment. | <i>None required at this time.</i> |

19 The public was not notified of the results of the most recent assessment of the implementation of the LWP.	Discussed requirement to make the most recent assessment available to the public. Also discussed feasible means for notifying the public of the results of the most recent assessment on the implementation of the LWP. The USDA's Local Wellness Policy Outreach Toolkit can be found at https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit .	<i>None required at this time.</i>
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General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

20 The School Nutrition Program Director Professional Standards training hours are not being adequately tracked on an annual basis. Specifically, ADE training trackers provided did not include all professional standards training names and training codes.	Referred to ADE's Training Tracking forms found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/ .	<i>Please provide the tracker that will be used to track Professional Standards training hours on an annual basis for all School Nutrition Program staff. Additionally, please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff on an annual basis.</i>
21 The School Nutrition Program Managers did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 10 hour training requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ .	<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 Manager is registered for.</i>
22 SABIS International: 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 http://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ .	<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 are registered for.</i>

- 23 AAEC - SMCC Campus, Career Success School - Sage Campus, Milestones Charter School, Pleasantview Christian Elementary, Robert L. Duffy High School and Tech Campus: Employees were not appropriately categorized per Professional Standards definitions. Specifically, employees outside of the School Nutrition Program whose responsibilities assist in the operation of the NSLP/SBP have been categorized as Part - Time School Nutrition Program staff.
- Reviewed all employees with NSLP related responsibilities and helped SFA categorize employees appropriately. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingps/online/>.
- Please provide a written description of how it will be ensured that employees are appropriately categorized per Professional Standards definitions.*
- 24 AAEC - SMCC Campus, Career Success School - Sage Campus, Milestones Charter School, Pleasantview Christian Elementary, Robert L. Duffy High School and Tech Campus: Professional Standards training hours are not being adequately tracked for employees outside of the School Nutrition Program whose responsibilities assist in the operation of the NSLP/SBP. Specifically, average numbers of hours worked/week is not accurate.
- Discussed only including NSLP/SBP average number of hours worked per week in this section. Additionally, discussed Non-NSLP/SBP work hours are not included on the Professional Standards training tracker.
- Please provide the tracker that will be used to track Professional Standards training hours on an annual basis for all School Nutrition Program staff. Additionally, please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff on an annual basis.*
- 25 AAEC - SMCC Campus, Career Success School - Sage Campus, Milestones Charter School, Pleasantview Christian Elementary, Robert L. Duffy High School and Tech Campus: Employees outside of the School Nutrition Program whose responsibilities assist in the operation of the NSLP/SBP have not received applicable training. Specifically, staff did not meet training hours due to counting unallowable trainings (focusing on how to process income applications) towards Professional Standards hours.
- Discussed 4 hour training requirement, employees' job duties and applicable trainings that could be provided and feasible timeline. Trainings for School Nutrition Professionals can be found on ADE's website at <http://www.azed.gov/hns/nslp/training/>. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingps/online/>.
- Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that these employees will receive.*
- 26 SABIS International: Professional Standards training hours are not being adequately tracked. Specifically, there is no comprehensive tracking system in place. Employee trainings are received through a variety of sources (in person and through multiple software programs) and while these records are kept separately there is no system to combine trainings and ensure that hours are met per employee annually.
- Discussed feasibility of different tracking methods for school year 2019-2020. Suggested creating their own training tracker with all required information or upgrading current software system which does provide a sufficient tracking report. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingps/online/>.
- Please provide a written description of how Professional Standards training hours will be tracked and utilized to ensure that all School Nutrition Program staff meet their training requirements.*

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| 27 | SABIS International: Professional Standards trainings provided to staff did not meet the minimum time requirement. Specifically, a 13 minute training for Food Safety and Kitchen Sanitation was counted towards hours. | Discussed Professional Standards trainings provided to staff must be at least 15 minutes per session. | <i>Please provide a written description of how Professional Standards trainings will be at least 15 minutes per session.</i> |
| 28 | SABIS International: Professional Standards training which are not applicable to the NSLP program are being tracked. Specifically, Blood Borne Pathogen Exposure Prevention training hours are being tracked and counted toward annual training requirements. | Discussed creating a separate professional standards training tracker for NSLP required and district required professional standards trainings. | <i>Please provide written assurance that a separate professional standards training tracker for NSLP required and district required professional standards trainings will be utilized.</i> |

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

No findings.

General Program Compliance: Reporting & Recordkeeping

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| 29 | SABIS International: Records documenting Civil Rights training were not kept on file for the minimum required 5 years. | Discussed record keeping requirements and timeframe of 5 years. | <i>Please provide written assurance that all documents pertaining to the school meal programs will be retained on file for at least 5 years, as is required by Arizona law, as well as a written plan for ensuring that this requirement is met</i> |
| 30 | Career Success School - Sage Campus, Milestone Charter School, Pleasantview Christian Elementary and Tech Campus: Pre-K does not have a separate production record. | Discussed Pre-K should have a separate production record due to different meal pattern requirements. | <i>Please provide copies of completed Pre-K breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years.</i> |
| 31 | Tech Campus: Production records for lunch on the day of review did not contain all required sections: Specifically, portion sizes are not indicated for menu additions (broccoli, mayo and mustard). | Discussed required sections of production records. Parts of a Production Record Guidance can be found on ADE's website at http://www.azed.gov/hns/nslp/mealpattern/ . The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/snarchivedwebinars/ . | <i>Please provide copies of completed lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years.</i> |

<p>32 AAEC - SMCC Campus, Career Success School - Sage Campus, Milestones Charter School, Robert L. Duffy High School and Tech Campus: Although advertising literature was provided for Sliced Turkey Ham and credited towards meal pattern, required documentation (CN label or PFS) was not provided to reviewer.</p>	<p>Discussed when processed products are used in Child Nutrition Programs to meet the meal pattern requirement, the product's contributions must be determined. CN Labels and/or Product Formulation Statements provide valuable crediting information; and only these will be accepted as proper crediting documentation. Guidance on Product Formulation Statements and CN Labels can be found on ADE's website under the Processed Product Documentation section found at www.azed.gov/hns/nslp/mealpattern. The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/.</p>	<p><i>Please provide a CN label and/or Product Formulation Statement for the Sliced turkey Ham. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation.</i></p>
<p>33 AAEC - SMCC Campus, Robert L. Duffy High School and Tech Campus: Recipe for Turkey Sandwich 9-12 (50 servings) indicates 100- 1oz slice of cheese, however, 100- .5oz slice of cheese is used.</p>	<p>Discussed updating recipes to reflect current products being used.</p>	<p><i>Please provide an updated recipe for Turkey Sandwich 9-12.</i></p>
<p>34 Career Success School - Sage Campus and Milestone Charter School: Meal contribution crediting is not accurate for all recipes. Specifically, the mozzarella portion of the Baked Marinara Beef Ziti K-8 (50 servings) credits as .5oz/eq. m/ma, not .25oz/eq. m/ma as indicated on the recipe</p>	<p>Discussed updating recipes to reflect current products being used.</p>	<p><i>Please provide an updated recipe for Baked Marinara Beef Ziti K-8.</i></p>
<p>35 AAEC - SMCC Campus, Robert L. Duffy High School and Tech Campus: Meal contribution crediting is not accurate for all recipes. Specifically, the beef portion of the Baked Marinara Beef Ziti 9-12 (50 servings) credits as 2.75oz/eq. m/ma, not 3oz/eq. m/ma as indicated on the recipe</p>	<p>Discussed using the Food Buying Guide to credit ground beef.</p>	<p><i>Please provide an updated recipe for Baked Marinara Beef Ziti 9-12.</i></p>
<p>36 AAEC - SMCC Campus, Robert L. Duffy High School and Tech Campus: Baked Marinara Beef Ziti 9-12 (50 servings) recipe portion size and portion size indicated on the production record are inconsistent.</p>	<p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Referred to the meal pattern webpage - http://www.azed.gov/hns/nslp/mealpattern/.</p>	<p><i>Please provide updated recipes and production records with consistent crediting.</i></p>

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| <p>37 AAEC - SMCC Campus: Beef, Bean, & Cheese Nachos 9–12 (50 servings) recipe is not accurate. Specifically, 4 packages of chips provides 64 20-chip servings, not 50 20-chip servings; 3 No. 10 cans of cheese provides 72 4oz servings, not 50 4oz servings; 3 No. 10 cans of beans provides 144 1/4-cup servings, not 50 1/4-cup servings; 12.5lb of raw beef provides 50 2.96oz servings, not 50 2oz servings; the recipe instructions call for 3oz beef while the recipe measure indicates 2oz beef per serving; the recipe credits as 2 oz eq grain, not 2.5 oz eq grain; and the recipe indicates ground beef is credited toward the grain component.</p> | <p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Referred to the meal pattern webpage - http://www.azed.gov/hns/nslp/mealpattern/.</p> | <p><i>Please provide an updated recipe for Beef, Bean & Cheese Nachos 9-12.</i></p> |
| <p>38 Career Success School - Sage Campus: Beef, Bean, & Cheese Nachos K-8 (50 servings) recipe is not accurate. Specifically, 3 packages of chips provides 50 19-chip servings, not 50 14-15 chip servings; 2 No. 10 cans of cheese provides 50 1.92oz servings, not 50 2oz servings; 2 No. 10 cans of beans provides 144 1/4-cup servings, not 50 1/4-cup servings; and the recipe instructions call for 1/2 cup of beans while the recipe measure indicates 1/4 cup per serving.</p> | <p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Referred to the meal pattern webpage - http://www.azed.gov/hns/nslp/mealpattern/.</p> | <p><i>Please provide an updated recipe for Beef, Bean & Cheese Nachos K-8.</i></p> |
| <p>39 SABIS International: Ranch Chickpeas recipe is not accurate. Specifically, the recipe indicates it provides 50- 1/2cup portions of Ranch Chickpeas, however, 32cups of garbanzo beans provides 64- 1/2cup portions of garbanzo beans.</p> | <p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Referred to the meal pattern webpage - http://www.azed.gov/hns/nslp/mealpattern/.</p> | <p><i>Please provide updated recipe for Ranch Chickpeas.</i></p> |
| <p>40 SABIS International: Meatball Bowl recipe is not accurate. Specifically, the recipe calls for 6 meatballs, however, the instructions indicate 4 meatballs being used.</p> | <p>Discussed updating recipes to reflect current products being used.</p> | <p><i>Please provide an updated recipe for Meatball Bowl.</i></p> |
| <p>41 SABIS International: Meatball Bowl recipe is not accurate. Specifically, 6 meatballs credit as 1.75oz/eq m/ma, not 2oz/eq m/ma.</p> | <p>Discussed updating recipes to reflect current products being used.</p> | <p><i>Please provide an updated recipe for Meatball Bowl.</i></p> |
| <p>42 SABIS International: Meal contribution crediting is not accurate for all recipes. Specifically, Goldfish Crackers credits as 1.75oz/eq grain, not 2oz/eq grain.</p> | <p>Discussed updating recipes to reflect current products being used.</p> | <p><i>Please provide an updated recipe for Goldfish Crackers.</i></p> |

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| 43 | SABIS International: Meal contribution crediting is not accurate for the following recipes: Shaker Salad- Chicken Caesar, Shaker Salad- Buffalo Chicken, Shaker Salad- BBQ Chix/Celery, and Shaker Salad- Chicken Taco. Specifically, the recipes state the entrees credit as 2.0 oz eq grain when they credit as 1.75 oz eq grain | Discussed updating recipes to reflect current products being used. | <i>Please provide an updated recipe for Shaker Salad- Chicken Caesar, Shaker Salad- Buffalo Chicken, Shaker Salad- BBQ Chix/Celery, and Shaker Salad- Chicken Taco.</i> |
| 44 | SABIS International: Meal contribution crediting is not accurate for all recipes. Specifically, Grab n' Go Peanut Butter credits as 1.75oz/eq grain, not 2oz/eq grain. | Discussed updating recipes to reflect current products being used. | <i>Please provide an updated recipe for Grab n Go' Peanut Butter.</i> |
| 45 | SABIS International: Meal contribution crediting is not accurate for all recipes. Specifically, Sub-Turkey credits as 2oz/eq grain, not 2.25oz/eq grain and 2.25oz/eq m/ma, not 2oz/eq m/ma. | Discussed updating recipes to reflect current products being used. | <i>Please provide an updated recipe for Sub- Turkey.</i> |
| 46 | SABIS International: Diced Chicken recipe is not accurate. Specifically, the recipe indicates it provides 53 2.3oz portions of diced chicken, however, 10lbs of diced chicken provides 69 2.3oz portions of diced chicken. | Discussed updating recipes to reflect current products being used. | <i>Please provide an updated recipe for Chicken Mixture.</i> |

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

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| 47 | AEC - SMCC Campus, Pleasantview Christian Elementary, Robert L. Duffy High School, SABIS International and Tech Campus: Although monthly menus are posted on district website and copies are available at each school site, the SFA is not providing reminders throughout the school year about the availability of the SBP. Reviewer was only provided SBP reminders for Career Success School - Sage Campus. | Discussed methods of notifying families of the availability of the SBP at the start of and throughout the school year and determined which was most feasible. Additionally, discussed SBP reminders must include: serving times, SBP cost and availability. | <i>Please provide a description of how households will be notified of the availability of the SBP at the beginning of and during the school year, and written assurance that this will occur.</i> |
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Other Federal Program Reviews: Afterschool Snack Program

No findings.

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:

Thank you for your hospitality during the review process.

Congratulations! Based on your menu documentation provided for the week of review, you are serving 100% whole grain-rich items! If this extends to your entire menu, please take a moment to sign ADE's Whole Grain Pledge at <https://www.surveymonkey.com/r/WholeGrainRichPledge> and be recognized for providing 100% whole grain-rich items. ADE appreciates your efforts in continuing to provide quality meals to Arizona students. Thank you!

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/>.

Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingsps/>.

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0.00
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$1,377.32

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 13, 2020 to Jennifer.McDonald@azed.gov or Jennifer McDonald at 1535 W. Jefferson St, Bin #7, Phoenix, AZ 85007.

Jen McDonald 2/5/2020
Reviewer Signature Date

Madeline 2/5/2020
Program Director 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
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