



Arizona Department of Education
Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Challenge School, Inc.

CTD: 07-87-72

Site: Challenge Charter School

Contacts: Wendy Miller, CEO & Renae Niesen, Food Service Director

Review Date: February 12, 2020

Review Period: January 2020

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 & Benefit Issuance- Critical Area			
	No findings.		
Performance Standard 1: Meal Counting & Claiming- Critical Area			
	No findings.		
Performance Standard 2: Meal Components & Quantities- Critical Area			
	No findings.		
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			
	No findings.		
Meal Pattern & Nutritional Quality: Meal Components & Quantities			
	No findings.		
Resource Management			
	No findings.		

General Program Compliance: Civil Rights

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|---|---|---|---|
| 1 | Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements; procedures are handled internally. | Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at:
http://www.azed.gov/hns/civilrights/ . | <i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements.</i> |
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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

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|---|---|--|---|
| 2 | The written food safety plan did not include adequate SOPs for the share table. | Discussed making sure the food safety plan is site specific and adding SOP's for the share table. | <i>A copy of the SOPs for the share table was provided. Please provide written assurance that the food safety plan will be site specific.</i> |
| 3 | Temperature logs for food storage areas are not being maintained. | Discussed requirements for maintaining food storage area temperature logs. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website at
http://www.azed.gov/hns/nsfp/foodsafety/ . | <i>Please provide a copy of the temperature log that will be used for food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |

4	The documentation justifying a Buy American exception did not include information on how often the item was purchased/served.	Discussed the Buy American provision requirements and also tracking frequency of the non-domestic item used. Referred to ADE's prototype Buy American exception document found on ADE's website at http://www.azed.gov/hns/nslp/forms/	<i>Tracking log of non-domestic product was provided. Please provide a written description of the changes that have been made to the recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i>
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General Program Compliance: Reporting & Recordkeeping

No findings.

General Program Compliance: School Breakfast Program & 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 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 on completing the Administrative Review! Thank you to Renae for her hard work and cooperation during this process. You are doing a wonderful job implementing the School Nutrition Programs. 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. 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 <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?

☒ No- SBP

☐ Yes- SBP

☒ No- NSLP

☐ Yes- NSLP

Please submit corrective action response by March 23, 2020 to Lindsey.Cler@azed.gov or 1535 W. Jefferson St, Bin #7, Phoenix, AZ 85007.



2/24/2020

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
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