



**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: Naomi Borboa, Program Specialist / Sylvia Calmelat, Superintendent

Review Date: October 30, 2019

Review Period: September 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
<b>Performance Standard 1: Certification &amp; Benefit Issuance- Critical Area</b>			
	No findings.		
<b>Performance Standard 1: Meal Counting &amp; Claiming- Critical Area</b>			
	No findings.		
<b>Performance Standard 2: Meal Components &amp; Quantities- Critical Area</b>			
	No findings.		
<b>Performance Standard 2: Dietary Specifications &amp; Nutrient Analysis- Critical Area</b>			
	No findings.		
<b>Meal Access &amp; Reimbursement: Certification &amp; Benefit Issuance</b>			
	No findings.		
<b>Meal Access &amp; Reimbursement: Verification</b>			
	No findings.		
<b>Meal Access &amp; Reimbursement: Meal Counting &amp; Claiming</b>			
	No findings.		
<b>Meal Pattern &amp; Nutritional Quality: Offer Versus Serve</b>			
	No findings.		

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

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|---|--|--|---|
| 1 | Signage which explains what constitutes a reimbursable meal was not displayed to students at lunch for all points of service.  | 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> .  | SFA posted respective meal signage for all points of service while on-site during review. No further corrective action required.  |
| 2 | Component quantities are not being accurately reflected on production records. Specifically, the Gator Salad vegetable contribution listed on the NSLP week of review production records was not totaled correctly. SFA indicated 2 cups but totals equal 1.5 cups. Additionally, whole fruit is being credited as 1 full cup on the NSLP production records but should only count as a .5 cup. The site was in excess of their component contribution and these errors did not result in falling below the daily and weekly requirements. | Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/health-nutrition/meal-pattern/">http://www.azed.gov/health-nutrition/meal-pattern/</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). | Please provide an updated production record reflecting the quantity corrections made for the Gator Salad, as well as whole fruit. Additionally, please provide a written description of the changes that have been made to ensure that accurate quantities are being transferred to production records. |

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**Resource Management**

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No findings.

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**General Program Compliance: Civil Rights**

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No findings.

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**General Program Compliance: SFA On-Site Monitoring**

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Not Applicable.

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**General Program Compliance: Local Wellness Policy**

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No findings.

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**General Program Compliance: Competitive Food Services**

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No findings.

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**General Program Compliance: Professional Standards**

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No findings.

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**General Program Compliance: Water**

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No findings.

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

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|---|---|--|---|
| 3 | The most recent food safety inspection report was not posted in a publicly visible location at all points of service. | Discussed making copies of most recent report and feasible places for posting. | SFA posted Food Safety Inspection while on-site during review. No further corrective action required. |
|---|---|--|---|

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**General Program Compliance: Reporting & Recordkeeping**

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No findings.

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

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No findings.

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

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No findings.

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

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Will be reviewed in Summer 2020 if applicable.

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**Other Federal Program Reviews: Fresh Fruit & Vegetable Program**

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No findings.

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

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Not Applicable.

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

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Not Applicable.

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**Comments/Recommendations:**

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Congratulations! Southgate Academy, Inc. has completed the Administrative Review in the 2019-20 school year. Thank you for your cooperation and hospitality during the review process. Please continue to 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/trainings/>.**

Fiscal Action Assessed?

☒ No- SBP

☐ Yes- SBP

☒ No- NSLP

☐ Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 30, 2020 to Walter Jacobson at [Walter.Jacobson@azed.gov](mailto:Walter.Jacobson@azed.gov) or 416 West Congress, Tucson, AZ 85701.



5/7/2020

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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