



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Pensar Academy
CTD: 07-82-38
Site: Pensar Academy

Contacts: Sandra Zupetz, Principal and Gerry Garcia, Director of Operations

Review Date: October 28, 2024

Exit Conference Date: October 28, 2024

Review Period: September 2024

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

No findings.

Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

No findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting and Claiming

No findings.

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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| 1 | Supply chain assistance funds were not used appropriately. Specifically, \$381.35 of Supply Chain Assistance funds were used to purchase the following processed/non-domestic foods: Hummus from Costco, dried pineapple and yogurt covered raisins from the Nutshop. | Discussed that the attestation statement signed by the SFA detailed that the SFA will use Supply Chain Assistance (SCA) funds only for purchasing unprocessed or minimally processed domestic food products and that SFAs are required to maintain purchasing and other related records for review and audit purposes. Referred to SP 03-2022: Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs located on ADE's website at https://www.azed.gov/hns/memos . | <i>SFA provided a plan to spend remaining \$9,269.95 in Supply Chain Assistance funds on milk, fresh fruits, and protein-rich components. Please provide a written description of changes that will be implemented to ensure Supply Chain Assistance funds are spent on unprocessed or minimally processed domestic food products."</i> |
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General Program Compliance: Civil Rights

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| 2 | The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, an outdated USDA statement was used on Public Media Release, Procedures for Complaints of Discrimination, and SFA's internal Civil Rights Training. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate. | <i>Please provide an updated Public Media Release, Procedures for Complaints of Discrimination, and Civil Rights training with the correct nondiscrimination statement.</i> |
| 3 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically USDA nondiscrimination statement was missing from Summer Feeding outreach material and the October lunch menu. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate. | <i>Please provide updated Summer Feeding outreach material and lunch menu with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
| 4 | Civil Rights training provided to staff did not meet requirements. Specifically, information provided in the training including the "And Justice For All" poster and nondiscrimination statement were not reflective of current requirements. Additionally, the training provided was specific to the Child and Adult Care Food Program instead of the School Meals Program | Discussed that program staff must complete annual civil rights training that includes current and accurate civil rights information. Online Course: Civil Rights Compliance for Child Nutrition Operators can be found on ADE's website at https://www.azed.gov/hns/civilrights . | <i>Please provide a copy of the civil rights training materials that will be provided to program staff moving forward.</i> |

General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy & School Meal Environment

No findings.

General Program Compliance: Smart Snacks in Schools

Not applicable.

General Program Compliance: Professional Standards

No findings.

General Program Compliance: Water Availability

No findings.

General Program Compliance: Food Safety, Storage and Buy American

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| 5 | Documentation was not maintained to support that the school received two food safety inspections from the local health department each school year, or that the school requested two food safety inspections each year from the local health department. | Discussed that each site operating must obtain two food safety inspections from the local health department per school year or maintain documentation to show that two food safety inspections were requested from the local health department each school year. | <i>Please provide written assurance that documentation to show that two food safety inspections were received and/or requested from the local health department each school year will be maintained.</i> |
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General Program Compliance: Reporting and Recordkeeping

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| 6 | The Annual Financial Report was not submitted for Fiscal Year 2023. | Discussed with the Food Service Director the importance of completing and submitting the Annual Financial Report to meet program compliance. Provided a copy of NSLP At a Glance Calendar for Special Provision Options which can be found on can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Calendars and Checklist accordion. | <i>The fiscal year 2023 Annual Financial Report was submitted on October 29, 2024. Please describe the steps that will be taken to ensure that the Annual Financial Report is completed and submitted annually to school finance by October 15 moving forward.</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 2025 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 Pensar Academy, on completing the NSLP/SBP administrative review. Your hospitality and attention to detail during the review was greatly appreciated. The site reviewed demonstrated effective management and organization. Staff were well-trained, knowledgeable about program requirements, meals were appealing and met the required meal pattern. State agency recognizes Pensar Academy's effort to increase school meal participation by conducting surveys and providing meals students enjoy, while promoting fresh fruits and vegetables. It was a pleasure to observe your operations and the valuable services you provide to your school community. To ensure continued operational success, it is recommended to review Civil Rights training annually to ensure the most current discrimination statements and training requirements are included.

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>.

Fiscal Action Assessed?

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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 7, 2025 to Ana Gandarilla-Begay Ana.gandarilla-begay@azed.gov. The response must be on organizational letterhead and signed by an authorized representative and must indicate that corrective actions will be implemented SFA-wide.

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the [School Food Authority Appeal Procedure for the Administrative Review](#) found under the Reviews Conducted by the State Agency accordion on ADE's National School Lunch and School Breakfast Program webpage.

Tom Horne, Superintendent of Public Instruction
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