



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Skyline Schools, Inc.

CTD: 07-89-14

Sites: AZ Compass Prep School, Skyline D5, Skyline Prep High School, South Phoenix Prep and Arts Academy, South Valley Prep and Arts School and Vector Prep and Arts Academy

Contacts: Swen Anderson, President and Ardesa Gilder, Food Service Director

Review Date: January 13 - 17, 2025

Exit Conference Date: January 17, 2025

Review Period: December 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

<p>1 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 0.75 oz eq meat/meat alternate were served to grades K-8 on December 5, 2024, when 1.0 oz eq is required daily at lunch at South Valley Prep and Arts School, Vector Prep and Arts Academy, South Phoenix Prep and Arts Academy and Arts Academy (grades K-5), AZ Compass Prep School (grades 6-8), and Skyline D5 (grades 6-8). This was determined to be a repeat finding from the previous cycle and 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 (e.g., changes in serving utensils, recipes, 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">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. 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/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. 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/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.</p>	<p><i>Please provide a written description of the changes that have been made to ensure that daily meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern for grades K-8. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i></p>
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- 2 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 8.50 oz eq meat/meat alternate served during the week of review when 9.0 oz eq is required weekly at lunch for grades K-8 at South Valley Prep and Arts School, Vector Prep and Arts Academy, Skyline D5 (grades 6-8), and AZ Compass Prep School (grades 6-8). This was determined to be a repeat finding from the previous cycle 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 (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion.
- Please provide a written description of the changes that have been made to ensure that weekly meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern for grades K-8.*
- 3 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 0.75 oz eq meat/meat alternate was served on December 5, 2024, and 1.75 oz eq was served on December 6, 2024, when 2.0 oz eq is required daily at lunch for grades 9-12 at Skyline D5, Skyline Prep High School and AZ Compass Prep School. This was determined to be a repeat finding from the previous cycle 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 (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion.
- Please provide a written description of the changes that have been made to ensure that daily meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern for grades 9-12.*
- 4 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 8.50 oz eq meat/meat alternate served during the week of review when 10 oz eq is required weekly at lunch for grades 9-12 at Skyline D5, Skyline Prep High School and AZ Compass Prep School. This was determined to be a repeat finding from the previous cycle 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 (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion.
- Please provide a written description of the changes that have been made to ensure that weekly meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern for grades 9-12.*

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| <p>5 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1/2 cup fruit was served on December 2, 2024, when 1 cup fruit is required daily at lunch for grades 9-12 at Skyline D5, Skyline Prep High School, and AZ Compass Prep School. This was determined to be a repeat finding from the previous cycle and 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 (e.g., changes in serving utensils, recipes, 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">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. 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/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. 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/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.</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 for grades 9-12.</i></p>  |
| <p>6 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 4 1/2 cups fruit was served during the week of review when 5 cups fruits are required weekly at lunch for grades 9-12 at Skyline D5, Skyline Prep High School, and AZ Compass Prep School. This was determined to be a repeat finding from the previous cycle and 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 (e.g., changes in serving utensils, recipes, 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">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. 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/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.</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 for grades 9-12.</i></p> |
| <p>7 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1.75 oz eq grain was served on December 5, 2024, at Skyline Prep High School and AZ Compass Prep School and 0.75 oz eq was served at Skyline D5 when 2.0 oz eq is required daily at lunch for grades 9-12. This was determined to be a repeat finding from the previous cycle and 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 (e.g., changes in serving utensils, recipes, 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">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. 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/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.</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>  |

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| 8  | <p>Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 9.75 oz eq grain were served on December 5, 2024 at Skyline Prep High School and AZ Compass Prep School and 8.75 oz eq grain were served at Skyline D5 when 2.0 oz eq is required weekly at lunch for grades 9-12. This was determined to be a repeat finding from the previous cycle and 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 (e.g., changes in serving utensils, recipes, 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">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. 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/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. 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/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.</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 for grades 9-12.</i></p>  |
| 9  | <p>Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 0.75 oz eq grain was served on December 5, 2024, when 1.0 oz eq is required daily at lunch for grades 6-8 at Skyline D5. This was determined to be a repeat finding from the previous cycle and 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 (e.g., changes in serving utensils, recipes, 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">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. 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/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.</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 6-8.</i></p>  |
| 10 | <p>Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 7.75 oz eq grain were served on December 5, 2024, when 8.0 oz eq is required weekly at lunch for grades 6-8 at Skyline D5. This was determined to be a repeat finding from the previous cycle and 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 (e.g., changes in serving utensils, recipes, 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">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. 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/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. 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/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.</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 for grades 6-8.</i></p>   |
| 11 | <p>Fluid milk was not available in at least two varieties at breakfast during the week of review at South Valley Prep and Arts Academy and Skyline D5. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p>  | <p>Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free, unflavored; fat-free, flavored; low-fat (1%), unflavored; and low-fat (1%) flavored. Please note that repeated violations involving milk requirements may result in fiscal action.</p>  | <p><i>Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i></p> |

<p>12 The meal service was not structured to comply with the meal pattern requirements of the multiple grade groups that were served. Specifically, separate production were not kept for meals served to non-commingled preschool students to support that preschool students were not provided flavored milk.</p>	<p>Discussed allowable meal pattern grade groups per the grades served and feasible options for structuring the meal service to comply with quantity requirements (e.g., recipes changes, portion size changes, how to differentiate between students in different groups). Please note that repeated violations involving food quantities may result in fiscal action.</p>	<p><i>Please provide a written description of the changes that have been implemented to ensure that production records are kept for multiple grade groups served.</i></p>
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**Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area**

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*No findings.*

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

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<p>13 Although all sites within the Local Educational Agency are operating on Community Eligibility Provision, the school's Local Wellness Policy includes a Free and Reduced-Price statement that encourage parents to apply for Free and Reduced-meals for students.</p>	<p>Discussed how a school participating in the Community Eligibility Provision must ensure reimbursable breakfasts and lunches are provided at no cost to all students and must not distribute or collect applications for free and reduced-price school meals on behalf of children.</p>	<p><i>Please provide written assurance that, while the school is participating in the Community Eligibility Provision, applications for free and reduced-price school meals will not be distributed and students will not be charged for meals. Additionally, please provide a copy of the updated Local Wellness Policy.</i></p>
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**Meal Access & Reimbursement: Verification**

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*No findings.*

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

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<p>14 Daily edit checks are not being conducted appropriately. Specifically, a daily edit was not completed daily at Skyline D5, and was missing daily total enrollments.</p>	<p>Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website at on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.</p>	<p><i>Please provide a completed daily edit check worksheet for the most recently submitted claim month for Skyline D5. Additionally, please provide written assurance that daily edit checks will be conducted.</i></p>
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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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*No findings.*

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

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**Resource Management**

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15	Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meal. Specifically, meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment is sufficient to cover the overall cost of the adult meal.	Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. For Non-Pricing Sites: pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. Referred to Adult Meal Pricing Tool located on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms/">https://www.azed.gov/hns/nslp/forms/</a> under the Financial accordion.	<i>Adult meal prices were increased to a sufficient amount during the on-site review. No further action is needed.</i>
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**General Program Compliance: Civil Rights**

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16	The USDA nondiscrimination statement not printed on appropriate program materials. Specifically, the school breakfast outreach letter did not include the USDA nondiscrimination statement.	Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and whether long or short statement would be most appropriate.	<i>Please provide an updated school breakfast outreach letter with the nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated to include the appropriate nondiscrimination statement.</i>
17	The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the program menus and summer meals flyer did not contain the most current USDA nondiscrimination statement.	Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and whether long or short statement would be most appropriate.	<i>Please provide an updated menus and summer meals flyer with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>

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

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*No findings.*

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**General Program Compliance: Local Wellness Policy**

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18	The Local Wellness Policy did not contain all required elements. Specifically, the Local Wellness Policy did not contain goals for nutrition promotion, policies for food and beverage marketing, and did not contain a description of public involvement, public updates, policy leadership, and/or evaluation plan.	Discussed feasible options for nutrition promotion goals that can be written into the Local Wellness Policy. Discussed activity ideas which included offering contests, surveys, promotions and/or taste testing, providing information to families to encourage consumption of healthy foods at home, and displaying nutrition and health posters throughout campus. Team Nutrition Resources can be found at <a href="http://www.teamnutrition.usda.gov/">http://www.teamnutrition.usda.gov/</a> . The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training accordion.	<i>Please provide a written plan for how specific goals for nutrition promotion, policies for food and beverage marketing, and description of public involvement, public updates, policy leadership, and/or evaluation plan will be added to the Local Wellness Policy. The plan should include draft language of the element to be added, who will be involved in updating the Local Wellness Policy, and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</i>
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<p>19 Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the Local Wellness Policy. Specifically, parents, students, representatives of the school food authority, the school board, school administrators, general public, teachers of physical education, and school health professionals were not made aware of their ability to participate in the development, review, and update of the Local Wellness Policy.</p>	<p>Discussed feasible means of notifying potential stakeholders of their ability to participate. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training accordion.</p>	<p><i>Please provide a written description of how all potential stakeholders, including parents, students, representatives of the school food authority, the school board, school administrators, general public, teachers of physical education, and school health professionals, will be made aware of their ability to participate in the development, review, update, and implementation of the Local Wellness Policy.</i></p>
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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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*No findings.*

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**General Program Compliance: Reporting and Recordkeeping**

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<p>20 Production record crediting is inaccurate. Specifically, Cinnamon Roll WG served at breakfast on December 4, 2024, at AZ Compass, Skyline D5 and South Valley Prep and Arts School credited as 2.5 oz eq per the product label; however, the production records indicated it contained 3.0 oz eq grain.</p>	<p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Additionally discussed that crediting information is not a required element of a production record and therefore is not required to be included on the production record. Crediting resources can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.</p>	<p><i>Please provide a production record that reflects the correct crediting information for Cinnamon Roll WG. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p>
<p>21 Production record crediting is inaccurate. Specifically, peanut butter and jelly sandwich served at lunch on December 2, 2024, are all sites, credited as 1.0 oz eq grain and 1.0 oz eq meat/meat alternate, per product label; however, the production record indicated it contained 2.0 oz eq grain and 2.0 oz eq meat/meat alternate.</p>	<p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Additionally discussed that crediting information is not a required element of a production record and therefore is not required to be included on the production record. Crediting resources can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.</p>	<p><i>Please provide a production record that reflects the correct crediting information for peanut butter and jelly sandwich. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p>

<p>22 Production record crediting is inaccurate. Specifically, turkey sub served at lunch meal service on December 6, 2024, all sites credited as 1.75 oz eq meat/meat alternate per recipe and product formulation statement; however, the production record indicated it contained 2.0 oz eq meat/meat alternate.</p>	<p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Additionally discussed that crediting information is not a required element of a production record and therefore is not required to be included on the production record. Crediting resources can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning accordion.</p>	<p><i>Please provide a production record that reflects the correct crediting information for turkey sub. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p>
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**General Program Compliance: School Breakfast Program and 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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*Not applicable.*

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

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Will be reviewed in Summer 2025 if applicable.

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

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*Not applicable.*

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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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<p>23 Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, the production records shows unallowable milk (Fat-Free Chocolate Milk) was served to Pre-K at Vector Prep and Arts Academy on December 3-4, 2024, during the review period.</p>	<p>Discussed the meal pattern requirements of At-Risk Afterschool Meals. The meal pattern chart can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool">https://www.azed.gov/hns/afterschool</a> under the Meal Pattern accordion. Step-by-Step Instruction: How to Plan a Supper Menu Using the CACFP Meal Pattern can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool/trainingforSFAs">https://www.azed.gov/hns/afterschool/trainingforSFAs</a> under the How-To Guides accordion.</p>	<p><i>Please provide copies of completed At-Risk Afterschool Meals production records for 5 consecutive days. Additionally, please provide written assurance that the At-Risk Afterschool Meals meal pattern will be adhered to at all times. Additionally, the certificate of completion for Step-by-Step Instruction: How to Plan a Supper Menu Using the CACFP Meal Pattern must be provided.</i></p>
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**Comments/Recommendations:**

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Congratulations! Skyline Schools, Inc. has completed the Administrative Review in the 2024-2025 School Year. Thank you for all of your hard work and organization throughout the administrative review process. It was a pleasure meeting you all, and thank you for working so diligently to assure that your students are receiving nutritious meals. Please let me know if you have any questions, and thank you for your hospitality during this process!

**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? \$

No- SBP       Yes- SBP      \$0.00  
 No- NSLP       Yes- NSLP      10,102.88

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **March 27, 2025** to Amy Dixon Banire at [amy.dixonbanire@azed.gov](mailto:amy.dixonbanire@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.

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Reviewer Signature                      Date

\_\_\_\_\_  
Program Director 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  
1535 West Jefferson Street • Phoenix Arizona 85007 • [www.azed.gov](http://www.azed.gov)  
“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.