**STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY**

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State agencies to report the final results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) requires the State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website no later than 30 days after the SA provides the final results of the administrative review to the SFA. The SA must also make a copy of the final administrative review report available to the public upon request.

**School Food Authority Name:** **Phoenix Charter Academy**

**Date(s) of Administrative Review:** 04/24/2023

**Date review results were provided to the School Food Authority:** 04/25/2023

**Date review summary was publicly posted:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The review summary must cover access and reimbursement (including eligibility and certification review results), an SFA's compliance with the meal patterns and the nutritional quality of school meals, the results of the review of the school nutrition environment (including food safety, local school wellness policy, and competitive foods), compliance related to civil rights, and general program participation. At a minimum, this would include the written notification of review findings provided to the SFAs Superintendent or equivalent as required at 7 CFR 210.18(i)(3).

**General Program Participation**

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)

School Breakfast Program

National School Lunch Program

Fresh Fruit and Vegetable Program

Afterschool Snack

Special Milk Program

Seamless Summer Option

1. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

Community Eligibility Provision

Special Provision 1

Special Provision 2

Special Provision 3

**Review Findings**

1. Were any findings identified during the review of this School Food Authority?

Yes  No

If yes, please indicate the areas and what issues were identified in the table below.

**REVIEW FINDINGS**

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| Program Access and Reimbursement |
| Certification and Benefit Issuance |
| * Meal benefit forms were not signed and dated by the determining and confirming officials. |
| * Some of the applications selected for the review were not approved correctly.; The School Food Authority did not accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document. |
| * Some of the households were not notified of student's eligibility according to regulations. |
| * The School Food Authority did not update benefit issuance documents accurately and in a timely manner upon receipt of Direct Certification updates. |
| Verification |
| * Applications were not reviewed and/or signed by the Confirming Official. |
| * Households for whom benefits were to be reduced or terminated were not given 10 calendar days' written advance notice of the change. |
| * The applications selected for verification were not properly selected. |
| * The School Food Authority did not complete the annual verification process by November 15th.; The SFA did not request an extension of the November 15 verification deadline, in writing, from DESE. |
| * The School Food Authority did not use the Virtual Gateway to conduct Direct Verification for the selected applications. |
| * The verification notification letter is missing some or all of the required information. |
| * The verified applications on file do not match the number reported on the most recently submitted FNS-742. |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * Lunch production records and/or other supporting documentation for the review period did not indicate that planned menu quantities met meal pattern requirements. |
| * Some of the reviewed lunch meals during the review period indicated that all of the required meal components per weekly meal pattern requirements were not offered and served to students. |
| * The daily minimum quantity requirements for lunch are not met for the age/grade group being offered. |
| Offer versus Serve |
| * Offer versus serve (OVS) is not properly being implemented at the school for breakfast.; Offer versus serve (OVS) is not properly being implemented at the school. |
| * There was no signage or signage missing requirements explaining what constitutes a reimbursable breakfast meal to students.; There was no signage or signage missing requirements explaining what constitutes a reimbursable meal to students for NSLP. |
| School Nutrition Environment |
| Food Safety |
| * Both of the school's food safety inspections are not from the current school year.; The most recent food safety inspection is not publicly posted in a visible location.; The School Food Authority did not have documentation to indicate that the School Food Authority requested two (2) inspections in the current school year from the local board of health.; Two (2) food safety inspections were not received in the previous year. |
| Local School Wellness Policy |
| * The School Food Authority does not have documentation on file demonstrating an assessment of the local school wellness policy is conducted every three years. The School Food Authority does not have documentation demonstrating the results of the assessment have been made available to the public |
| * The School Food Authority has not maintained meeting minutes that list who is on the wellness committee and/or content being discussed. |
| Civil Rights |
| * Some or all of the program materials were missing the non-discrimination statement. |
| * The nondiscrimination statement posted on the School Food Authority's website is not in compliance with USDA criteria. |
| * The School Food Authority did not publish a public release as required. |
| * The School Food Authority does not communicate the availability of meal modifications to families. |
| * The School Food Authority does not have a procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs.; The School Food Authority's written civil rights complaint procedure within the school meals program does not include some or all of the required content. |
| * The School Food Authority does not have or has not maintained a civil rights complaint log to track any written or verbal complaints alleging discrimination in FNS Programs. |
| * The School Food Authority's district-wide civil rights policy does not include meal modification information. |

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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: SFA is currently operating as self-op entity discussed contacting local PS district to inquiry about being a site under their agreement number. |