



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Ed Ahead
CTD: 10-85-06
Site: Academy Adventure Midtown

Contacts: Angela Towner Mertz, School Administrator; John Penczar, Superintendent

Review Date: October 17, 2024

Exit Conference Date: October 17, 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
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			
	<i>Not applicable.</i>		
Meal Pattern & Nutritional Quality: Meal Components and Quantities			
	No findings.		
Resource Management			
	No findings.		
General Program Compliance: Civil Rights			

<p>1 The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the Summer Feeding Outreach and Breakfast Outreach did not include the nondiscrimination statement.</p>	<p>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.</p>	<p><i>Please provide an updated program material (Summer Feeding Outreach and Breakfast Outreach) with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i></p>
---	---	---

General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

<p>2 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, and general public 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. Sponsor intends to announce updates to the LWP in their newsletter, Class Dojo and post the school website. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion.</p>	<p><i>Please provide a written description of how all potential stakeholders, including parents, students, and general public will be made aware of their ability to participate in the development, review, update, and implementation of the Local Wellness Policy.</i></p>
<p>3 The public was not notified of the results of the most recent assessment of the implementation of the Local Wellness Policy (LWP).</p>	<p>Discussed requirement to make the most recent assessment available to the public. Also discussed feasible means for notifying the public of the results of the most recent assessment on the implementation of the LWP. Sponsor intends to announce updates to the LWP in their newsletter, Class Dojo and post the school website. The USDA's Local Wellness Policy Outreach Toolkit can be found at https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit.</p>	<p><i>Please provide the notification provided to the public of the results of the most recent assessment of the implementation of the LWP. Additionally, please provide written assurance that the public will be notified of results each time the LWP is assessed.</i></p>

General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

<p>4 The School Nutrition Program Director hired after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date.</p>	<p>Discussed requirement and feasibility for attending an available certification training within current school year. Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/.</p>	<p><i>Food safety certification was completed on September 1, 2024. No further corrective action is required.</i></p>
---	--	---

5 School Nutrition Programs director and staff tasked with National School Lunch Program procurement responsibilities have not completed annual training on Federal procurement standards.	Discussed that school nutrition program directors, management, and staff tasked with National School Lunch Program procurement responsibilities must complete annual training on Federal procurement standards annually. Additionally discussed that procurement training may count towards the professional standards training standards. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Build Your Employees Training Plans accordion. Procurement Basics training can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	<i>Please provide the certificate of completion of Procurement Basics (or an equivalent training on Federal procurement standards) for School Nutrition Programs director and staff tasked with National School Lunch Program procurement responsibilities. Additionally, please provide written assurance that annual training on Federal procurement standards will be completed annually.</i>
--	---	--

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

6 Temperature logs for food storage areas are not being maintained for a minimum of 6 months. Specifically, temperature logs for refrigerator were not maintained for a minimum of 6 months at Academy Adventure Midtown.	Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety accordion. Additionally, discussed Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ .	<i>Please provide a copy of the temperature log that will be used for the refrigerator. Additionally, please provide written assurance that logs will be kept daily and maintained on file for 6 months.</i>
---	--	--

General Program Compliance: Reporting and Recordkeeping

No findings.

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! Ed Ahead has completed the administrative review for the 2025 program year. Thank you for your hospitality and organization during the review process. It is evident that you are working hard to ensure your students are fed healthy meals in a welcoming environment.

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
 No- NSLP Yes- NSLP \$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **December 17, 2024** to Destinee Williams at Destinee.Williams@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
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov
“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.