



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Center for Academic Success

CTD: 02-87-50

Site: Center for Academic Success #3 - Douglas K-4

Contacts: Maritza Lugo-Montano, Food Program Director; Vada Phelps, Superintendent

Review Date: February 25, 2025

Exit Conference Date: February 25, 2025

Review Period: January 2025

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

1	During the week of review, at least 80% of grains served at breakfast were not whole grain-rich. Specifically, only 78.95% of grains served at breakfast during January 6-10, 2025 were whole grain-rich.	Discussed requirement for at least 80% of grains served to be whole grain-rich, how to identify whole grain-rich items, and potential changes to the menu to increase whole grain-rich percentage. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria 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.	Please provide one week of breakfast production records and supporting documentation (e.g., Child Nutrition label, Product Formulation Statement, ingredient lists, Nutrition Facts labels, etc.) that demonstrate at least 80% of grains served at breakfast were whole grain-rich.
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#### 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

2	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor does not match the claim.	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 <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.	Please provide a completed daily edit check worksheet for the most recently submitted claim month. Additionally, please provide written assurance that daily edit checks will be conducted. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete Daily Edit Checks must be submitted.
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Meal Pattern & Nutritional Quality: Offer Versus Serve			
No findings.			
Meal Pattern & Nutritional Quality: Meal Components and Quantities			
No findings.			
Resource Management			
No findings.			
General Program Compliance: Civil Rights			
No findings.			
General Program Compliance: SFA On-Site Monitoring			
No findings.			
General Program Compliance: Local Wellness Policy			
No findings.			
General Program Compliance: Competitive Food Services			
No findings.			
General Program Compliance: Professional Standards			
3	School Nutrition Programs director and staff tasked with National School Lunch Program procurement responsibilities (Finance Director) 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 <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Build Your Employees Training Plans accordion. Procurement Basics training 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.	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 (Finance Director). Additionally, please provide written assurance that annual training on Federal procurement standards will be completed annually.
General Program Compliance: Water			
No findings.			
General Program Compliance: Food Safety, Storage and Buy American			
No findings.			
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			

- 4 Production records do not support that the Afterschool Snack Program (ASP) meal pattern was met. Specifically, on January 9, 2025, 1/2 cup of fruit juice was served when 3/4 cup of fruit/vegetable is required.
- Discussed the meal pattern requirements of the ASP. The ASP meal pattern chart can be found on ADE's website at <https://www.azed.gov/hns/afterschool> under the Meal Pattern accordion.
- Please provide Afterschool Snack Program (ASP) production records for 5 consecutive days that demonstrate that the ASP meal pattern requirements have been met. Additionally, please provide written assurance that the ASP meal pattern will be adhered to at all times.*

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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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*Not applicable.*

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**Comments/Recommendations:**

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Congratulations! Center for Academic Success has completed the administrative review for the 2024-2025 school 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 April 11, 2025 to [Destinee.Williams@azed.gov](mailto: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.

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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](http://www.azed.gov)  
"We are a service organization committed to raising academic outcomes and empowering parents."

This institution is an equal opportunity provider.