



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Cholla Academy

CTD: 07-89-95

Site: Westland School

Contacts: Kathy Couch, Director and Stephanie Burgess, Food Program Director

Review Date: February 26, 2025

Exit Conference Date: February 26, 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
Performance Standard 1: Certification and Benefit Issuance – Critical Area			

No Findings.

#### Performance Standard 1: Meal Counting and Claiming – Critical Area

1	Meal count totals were not correctly combined and recorded at breakfast during the review period. This was deemed a non-systemic error 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.	Please provide a written description of changes to the system that have been implemented to ensure that meal count totals are correctly combined and recorded, including the date of implementation.
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#### 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.

<b>Meal Pattern &amp; Nutritional Quality: Offer Versus Serve</b>		
<i>No Findings.</i>		
<b>Meal Pattern &amp; Nutritional Quality: Meal Components and Quantities</b>		
<i>No Findings.</i>		
<b>Resource Management</b>		
<i>No Findings.</i>		
<b>General Program Compliance: Civil Rights</b>		
<i>No Findings.</i>		
<b>General Program Compliance: SFA On-Site Monitoring</b>		
<i>No Findings.</i>		
<b>General Program Compliance: Local Wellness Policy</b>		
<i>No Findings.</i>		
<b>General Program Compliance: Competitive Food Services</b>		
<i>No Findings.</i>		
<b>General Program Compliance: Professional Standards</b>		
<i>No Findings.</i>		
<b>General Program Compliance: Water</b>		
<i>No Findings.</i>		
<b>General Program Compliance: Food Safety, Storage and Buy American</b>		
<i>No Findings.</i>		
<b>General Program Compliance: Reporting and Recordkeeping</b>		
2	Production record crediting is inaccurate. Specifically, Honey Graham Crackers served at lunch on January 6, 2025 credited as 1.0 oz eq grains; however, the production record indicated it contained 2 oz eq grain.	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.
		<i>Please provide a production record that reflects the correct crediting information for Honey Graham Crackers .</i>
<b>General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach</b>		

No Findings.

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**Other Federal Program Reviews: Afterschool Snack Program**

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| 3 | Snack counts were not correctly combined and recorded during the review period. This 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. | <i>Please provide a written description of changes to the system that have been implemented to ensure that snack count totals are correctly combined and recorded, including the date of implementation.</i> |
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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! Cholla Academy has successfully completed the administrative review for the 2024-2025 school year. I truly appreciate your organization and sense of urgency throughout the review process. Your team's collaboration and dedication to maintaining compliance with the School Nutrition Programs are commendable. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a supportive environment and your hard work does not go unnoticed. Well done and thank you for your efforts!

**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?**

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$2.84
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$1.21

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by April 2, 2025 to Jackie Rodriguez at [Jackie.Rodriguez@azed.gov](mailto:Jackie.Rodriguez@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.