



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Jeehdeez'a Elementary

CTD: 09-40-14

Site: Jeehdeez'a Elementary

Contacts: Vincent Mays, School Principal and Anna Charlie, School Head Cook

Review Date: March 27, 2025

Exit Conference Date: March 27, 2025

Review Period: February 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			
<i>No Findings.</i>			

Performance Standard 1: Meal Counting and Claiming – Critical Area

1	Meal count totals were not correctly combined and recorded at breakfast and lunch 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.	<i>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.</i>
---	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Performance Standard 2: Meal Components & Quantities – Critical Area

2	The following product could not be credited towards the meal pattern due to insufficient documentation: Baked French Toast Strips. Without sufficient documentation, the reviewer was unable to determine if grain quantity requirements were met at breakfast on the day of review. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.	Discussed requirements regarding standardized recipe sheets, nutrition labels, and ingredient lists that should be maintained to support the served menu. Additionally, processed product documentation and provided examples. The CN Labels and Product Formulation Statements 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 note that repeated violations involving food quantities may result in fiscal action.	<i>Please provide a Child Nutrition (CN) label and/or Product Formulation Statement (PFS) for the Baked French Toast Strips. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.</i>
---	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3	The following product could not be credited towards the meal pattern due to insufficient documentation: Pork Riblet Sandwich. Without sufficient documentation, the reviewer was unable to determine if meat/meat alternate quantity requirements were met at lunch during the review period and the day of review. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.	Discussed requirements regarding standardized recipe sheets, nutrition labels, and ingredient lists that should be maintained to support the served menu. Additionally, processed product documentation and provided examples. The CN Labels and Product Formulation Statements 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 note that repeated violations involving food quantities may result in fiscal action.	<i>Please provide a Child Nutrition (CN) label and/or Product Formulation Statement (PFS) for the cooked rib shaped BBQ Pork Patty. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation.</i>
4	During the review period, juice exceeded 50% of fruit offered to students. Specifically, 60% of fruit offered to students at breakfast during February 3-7, 2025 was juice. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.	Discussed that juice may not be used to meet more than half of the weekly fruit requirement. Referred to the meal pattern requirements for the National School Breakfast and Lunch Programs, which can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. Please note that repeated violations involving juice requirement may result in fiscal action.	<i>Please provide one week of breakfast production records which demonstrates that juice is not used to meet more than half of the weekly fruit requirement. Additionally, please provide a written description of the changes that have been made to ensure that juice requirements are met.</i>

Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

No Findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

5	Direct certification matches were not conducted according the proper time frames. Specifically, direct certification was not conducted on or around April 1st as required for all school food authorities on an annual basis.	Discussed that direct certification must be conducted, at a minimum: at or around April 1 of the school year. Referred to Direct Certification for Assistance Programs section in USDA's Eligibility Manual for School Meals found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. The NSLP At A Glance Calendar for School Food Authorities can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Calendar and Checklists accordion.	<i>Please provide written assurance that, moving forward, direct certification will be run at or around April 1st each school year.</i>
---	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------

Meal Access & Reimbursement: Verification

No Findings.

Meal Access & Reimbursement: Meal Counting and Claiming

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>6 The site application in CNPWeb does not accurately reflect the program operations that were observed on site. Specifically, the site application indicated Pre-K is served when actually serving K-5 only is the current practice Jeehdeez'a Elementary. Additionally, the site application indicated At-Risk Evening Snack was being served when actually At-Risk Evening Snack program is not operated at Jeehdeez'a Elementary.</p> | <p>Discussed requirement to report current procedures to the State agency and the ability to do so through updating applications in CNPWeb and contacting the Health and Nutrition Services Specialist to alert them of the changes.</p> | <p><i>Please submit a new site application in CNPWeb that accurately reflects the program operations on site. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Meal Pattern & Nutritional Quality: Offer Versus Serve

Not Applicable.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings.

Resource Management

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>7 The Financial Management System utilized was insufficient to accurately identify and track all revenues and expenditures of the nonprofit school food service program. Specifically, the journal voucher entries provided lacked sufficient detail to determine whether the expenses were related to food service operations. Additionally, discrepancies were identified between the expenses charged to the account and the supporting invoice, including charges related to US Foods freight, salaries and benefits, and food and beverage purchases.</p> | <p>Discussed feasibility for designating a separate financial account for the nonprofit school food service, as well as the requirement to differentiate revenues and expenditures of the nonprofit school food service program if a separate account cannot be designated. Discussed the importance of establishing a financial management system and internal controls needed to accurately track all revenues and expenditures of the nonprofit school food service program.</p> | <p><i>Please provide a written description of steps that will be taken to ensure all revenues and expenditures of the nonprofit school food service account are maintained on file and easily identifiable as required in 7 CFR 210.14.</i></p> |
| <p>8 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, the SFA charged \$4.00 for adult lunches when a minimum of \$4.84 should have been charged.</p> | <p>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 https://www.azed.gov/hns/nslp/forms/ under the Financial accordion.</p> | <p><i>Please provide a written description of the steps which have been taken to increase adult meal prices, including the exact formula used to price adult meals. Additionally, please provide documentation demonstrating the prices have been increased to the appropriate level and documentation supporting the difference between adult meal price charged and the required adult meal prices throughout the month of February 2025 of non-Federal funds were used to cover the price of serving adult meals served during the review period.</i></p> |

9	Documentation was not provided to support the usage of Supply Chain Assistance funds nor was a plan for usage of the funds provided.	Discussed that the attestation statement signed by the SFA detailed that the SFA will use Supply Chain Assistance (SCA) funds only for purchasing unprocessed or minimally processed domestic food products and that SFAs are required to maintain purchasing and other related records for review and audit purposes. Referred to SP 03-2022: Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs located on ADE's website at https://www.azed.gov/hns/memos .	<i>Please provide documentation demonstrating how the \$13,947.08 of Supply Chain Assistance funds were spent or a plan on how the funds will be spent.</i>
---	--------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------

General Program Compliance: Civil Rights

10	Documentation to support that program staff have been trained on civil rights topics has not been maintained.	Discussed that program staff must complete annual civil rights training that includes the following topics: collection and use of data; effective public notification systems; complaint procedures; compliance review techniques; resolution of noncompliance; requirements for reasonable accommodation of persons with disabilities; requirements for language assistance; conflict resolution; and customer service. Additionally discussed that documentation of annual training must be maintained for a minimum of five years. Online Course: Civil Rights Compliance for Child Nutrition Operators can be found on ADE's website at https://www.azed.gov/hns/civilrights .	<i>Please provide documentation to support that all program staff have completed appropriate civil rights training. Additionally, please provide written assurance that all food service staff will be trained at hire and as needed on civil rights compliance in Child Nutrition Programs on an annual basis.</i>
----	---------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

General Program Compliance: SFA On-Site Monitoring

No Findings.

General Program Compliance: Local Wellness Policy

11	The Local Wellness Policy did not contain all required elements. Specifically, the Local Wellness Policy did not contain a description of public involvement, public updates, policy leadership, and evaluation plan.	Discussed that local wellness policies are required to include a description of public involvement, public updates, policy leadership, and evaluation plan. 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.	<i>Please provide a written plan for how a description of public involvement, public updates, policy leadership, and evaluation plan will be added to the Local Wellness Policy.</i>
----	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

12	A recent assessment of the implementation of the Local Wellness Policy has not been conducted nor have plans been developed to complete the assessment.	Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with their Local Wellness Policy, how the LEA's Local Wellness Policy compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. Additionally, discussed feasible means for notifying the public of the results of the most recent assessment. Sample evaluation tools can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion.	<i>Please provide a written plan for conducting an assessment of the implementation of the Local Wellness Policy. This plan must include who will be designated as the oversight official, who will be invited to participate in the assessment process, and the date by which the assessment is expected to be completed.</i>
13	The public was not notified of the results of the most recent assessment of the implementation of the Local Wellness Policy.	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 Local Wellness Policy. The USDA's Local Wellness Policy Outreach Toolkit can be found at https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit .	<i>Please provide the notification provided to the public of the results of the most recent assessment of the implementation of the Local Wellness Policy. Additionally, please provide written assurance that the public will be notified of results each time the Local Wellness Policy is assessed.</i>

General Program Compliance: Competitive Food Services

Not Applicable.

General Program Compliance: Professional Standards

14	The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. 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. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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 expected date that the training requirement will be met as well as the name, date and content information of trainings that the School Nutrition Program Director is registered for. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i>
----	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

15	Full-time School Nutrition Program staff have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed to complete the annual training requirements.	Discussed 6 hour training requirement and feasibility for attending upcoming applicable trainings. 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. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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 expected date that the training requirement will be met as well as the name, date and content information of trainings that full-time School Nutrition Program staff are registered for.</i>
16	Employees outside of the School Nutrition Program with responsibilities that include duties related to the operation of the School Nutrition Program have not received applicable training nor has sufficient training been planned. Specifically, the residential supervisor, HLA, and four bus drivers who take meal count during the meal services did not have documentation supporting four hours of training has been completed or planned.	Discussed 4 hour training requirement, employee's job duties, and applicable trainings that could be provided and feasible timeline. 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. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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 expected date that the training requirement will be met as well as the name, date and content information of trainings that employees outside of the School Nutrition Program with responsibilities related to the operation of the School Nutrition Programs will receive.</i>

General Program Compliance: Water

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

No Findings.

General Program Compliance: Reporting and Recordkeeping

17	Reports are not submitted to the State agency as required. Specifically, the Food Services Annual Financial Report (AFR) was not submitted to ADE on time.	Discussed reporting requirements for Annual Financial Report (AFR) and who would be responsible for submitting by October 15th each year.	<i>Please provide steps that will be taken to ensure that the Food Services Annual Financial Report (AFR) will be submitted to ADE by October 15th each year, including the title of the individual responsible for submitting it.</i>
18	The Food Service Annual Financial Report was submitted with inaccurate information. Specifically, there were incorrect amounts reported on the AFR due to the incorrect time frame being utilized.	Reviewed and discussed errors with Food Service Director. Suggested internal controls to ensure the Food Service Annual Finance Report is accurate prior to submission.	<i>Please describe the steps that will be taken when completing the Food Service Annual Financial, including internal controls that will be implemented to ensure accuracy.</i>

19	Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: Chicken Fajitas, Romaine Salad, Sloppy Joe, Rainbow Crunch Salad, and Chili Mac.	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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.	<i>Please provide a written description of changes made to ensure crediting is correctly reflected on production records. If the operation chooses not to include the optional crediting information on the production record moving forward, please provide production records for 5 consecutive days demonstrating that it is no longer included.</i>
20	Production records did not contain all required information. Specifically, the production records for At-Risk supper did not specify what type of fruit was provided on February 4-6, 2025.	Discussed required sections of production records. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	<i>Please provide copies of completed supper production records for 5 consecutive days. Additionally, the certificate of completion of Production Record Overview must be provided.</i>

General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach

No Findings.

Other Federal Program Reviews: Afterschool Snack Program

21	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>
22	Five consecutive days of snack production records were not provided. Specifically, only four snack production records were provided.	Discussed record keeping requirements of the Afterschool Snack Program (ASP). A sample production record for the ASP can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.	<i>Please provide copies of completed Afterschool Snack Program production records for 5 consecutive days. Additionally, please provide written assurance that production records will be completed for each snack service and maintained for a minimum of 5 years.</i>
23	Production records do not support that the Afterschool Snack Program (ASP) meal pattern was met. Specifically, 1/4 cup of fruit was served on February 5, 2025 and 1/4 cup of vegetable was served February 6, 2025 when a minimum quantity of 3/4 cup fruit or vegetable is required at snack for ages 6-18.	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.	<i>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.</i>

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

- | | | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24 | At-Risk meal 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 At-Risk meal count totals are correctly combined and recorded, including the date of implementation.</i> |
| 25 | The At-Risk Afterschool Meals did not conduct acceptable education or enrichment activities before, during or after the meal service. Specifically, the site application does not indicate education or enrichment activities and SFA did not provide additional details whether there are activities conducted during the meal service. | Discussed children must be provided with regular scheduled activities in an organized, structured, and supervised environment. The At-Risk Afterschool Meals must include educational or enrichment activities (e.g., mentoring or tutoring programs) that are open to all children under the age of 18. | <i>Please provide a written description of the changes that have been made to the At-Risk Afterschool Meals activities.</i> |

Comments/Recommendations:

Congratulations, Jeehdeez'a Elementary has successfully completed the administrative review for the 2024-2025 school year. It is recommended that trainings in Meal Components and Quantities are completed throughout the year. It is also recommended that internal compliance checks are conducted periodically in these critical areas to maintain program integrity. Thank you for your cooperation during the review 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?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$9.85

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by June 18, 2025 to Jackie Rodriguez at 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.

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.