



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Omega Alpha Academy

CTD: 02-87-51

Site: Omega Alpha Academy School

Contacts: Victor Frisby, Food Director; Jose Frisby, Executive 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
<b>Performance Standard 1: Certification and Benefit Issuance – Critical Area</b>			
1	Student eligibility certification was incorrectly determined. Specifically, one student was certified as free but should have been reduced price. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications section in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion. Required completion of the training: Step-by-Step Instruction: How to Process Household Applications 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.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student. Additionally, the certificate of completion of Step-by-Step Instruction: How to Process Household Applications must be submitted.</i>
2	Student eligibility was determined utilizing incomplete information. Specifically, multiple applications were certified without social security number information.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications section in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to ensure the completeness of household applications.</i>
<b>Performance Standard 1: Meal Counting and Claiming – Critical Area</b>			
No findings.			

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**Performance Standard 2: Meal Components & Quantities – Critical Area**

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| 3 | Fluid milk was not available in at least two varieties 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 variety requirement and feasible options for compliance. Allowable milk varieties are fat-free, unflavored; fat-free, flavored; low-fat (1%), unflavored; and low-fat (1%) flavored. Please note that repeated violations involving milk requirements may result in fiscal action.  | <i>Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i>                    |
| 4 | Fluid milk was not available in at least two varieties at breakfast during the review period. Specifically, only one milk type was available to program participants every day during January 2025. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations. | Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free, unflavored; fat-free, flavored; low-fat (1%), unflavored; and low-fat (1%) flavored. Please note that repeated violations involving milk requirements may result in fiscal action.  | <i>Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i>                    |
| 5 | During the week of review, at least 80% of grains served at breakfast were not whole grain-rich. Specifically, only 73.53% of grains served at breakfast for grades K-12 during January 13-17, 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. | <i>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.</i> |
| 6 | During the week of review, at least 80% of grains served at lunch were not whole grain-rich. Specifically, only 70.21% of grains served at lunch for grades K-8 and 9-12 during January 13-17, 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. | <i>Please provide one week of lunch 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 lunch were whole grain-rich.</i>         |

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| <p>7 Food quantities observed at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 5/8 cup of red/orange vegetable subgroup was served when 3/4 cup is required weekly at lunch for grades K-8. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly red/orange vegetable subgroup quantities at lunch meet minimum amounts required by the meal pattern for grades K-8. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i></p> |
| <p>8 Food quantities observed at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, on January 15, 2025 1/2 cup of fruit was served when 1 cup is required daily at lunch for grades 9-12. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p>       | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that fruit quantities at lunch meet minimum daily amounts required by the meal pattern for grades 9-12.</i></p>   |

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| <p>9 Food quantities observed at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 4 1/2 cup of fruit was served when 5 cups are required weekly at lunch for grades 9-12. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p>                          | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that fruit quantities at lunch meet minimum weekly amounts required by the meal pattern for grades 9-12.</i></p>                         |
| <p>10 Food quantities observed at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 5/8 cup of red/orange vegetable subgroup was served when 1 1/4 cup is required weekly at lunch for grades 9-12. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly red/orange subgroup vegetable quantities at lunch meet minimum amounts required by the meal pattern for grades 9-12.</i></p> |

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| <p>11 Food quantities observed at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, on January 16, 2025 3/4 cup of vegetable was served when 1 cup is required daily at lunch for grades 9-12. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p>    | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that vegetable quantities at lunch meet minimum daily amounts required by the meal pattern for grades 9-12.</i></p> |
| <p>12 Food quantities observed at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, on January 13, 2025 1.0 oz eq of grain was served when 2.0 oz eq are required daily at lunch for grades 9-12. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that grain quantities at lunch meet minimum daily amounts required by the meal pattern for grades 9-12.</i></p>     |

13	Food quantities observed at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1.5 oz eq of meat/meat alternate was served on January 15, 2025 when 2.0 oz eq are required daily at lunch for grades 9-12. This was not a repeat finding from the previous cycle and therefore did not contribute 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 (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action.	<i>Please provide a written description of the changes that have been made to ensure that meat/meat alternate quantities at lunch meet minimum daily amounts required by the meal pattern for grades 9-12.</i>
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**Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area**

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*No findings.*

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**Meal Access & Reimbursement: Certification and Benefit Issuance**

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*No findings.*

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**Meal Access & Reimbursement: Verification**

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*No findings.*

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**Meal Access & Reimbursement: Meal Counting and Claiming**

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14	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims.	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.	<i>Please provide a completed daily edit check worksheet for the most recently submitted claim month. Additionally, please provide written assurance that the attendance factor reflected on the daily edit check worksheet will be updated annually.</i>
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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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15 Offer versus Serve (OVS) was not implemented properly. Specifically, grades 9-12 are required to take all 5 components at lunch.	Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. Reviewed menu and discussed options for a reimbursable meal under OVS. USDA's Offer Versus Serve Manual can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.	<i>Please provide a written description demonstrating how OVS will be implemented properly for grades 9-12. Additionally, please provide written assurance that moving forward, OVS will be implemented properly.</i>
16 Cafeteria staff have not been properly trained on Offer versus Serve (OVS) meal service.	Discussed that schools are expected to conduct training for point of service and serving line staff so they can help students select the required food components/food items in the quantities needed for reimbursable lunches and breakfasts. Additionally discussed that this could be included in the annual training requirements for program staff. Referred to USDA's Offer Versus Serve Manual located on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.	<i>Please provide a written description of how cafeteria staff will be trained on OVS. Additionally, the certificate of completion of Meal or No Meal must be submitted.</i>

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#### Meal Pattern & Nutritional Quality: Meal Components and Quantities

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*No findings.*

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#### Resource Management

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17 A plan was not provided for the use of \$21,841.24 Supply Chain Assistance funds.	Discussed that the attestation statement signed by the SFA detailed that the SFA will use 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 <a href="https://www.azed.gov/hns/memos">https://www.azed.gov/hns/memos</a> .	<i>Please provide a plan on how the \$21,841.24 of Supply Chain Assistance funds will be spent. Additionally, provide a written description of how documentation of expenses will be maintained.</i>
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#### General Program Compliance: Civil Rights

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18 The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the School Breakfast Program Outreach and Summer Food Service Program Outreach did not contain the most current USDA nondiscrimination statement.	Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and whether long or short statement would be most appropriate.	<i>Please provide an updated School Breakfast Program Outreach and Summer Food Service Program Outreach with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>
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19	The Civil Rights Compliance Form is not being completed correctly. Specifically, all students listed in the Ethnicity data chart were not included in the Race data chart.	Discussed requirement for completing form and how to collect racial/ethnic data from program participants. The form can be found on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> . The Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form 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.	<i>Please provide a written description of how the Civil Rights Compliance form will be completed by December 15 each year and maintained, including the individual who will be responsible for completing the form. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form must be submitted.</i>
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**General Program Compliance: SFA On-Site Monitoring**

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*Not applicable.*

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**General Program Compliance: Local Wellness Policy**

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20	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 <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> 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. The plan should include draft language of the element to be added, who will be involved in updating the Local Wellness Policy and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</i>
21	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful Webinar 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 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>

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**General Program Compliance: Competitive Food Services**

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*No findings.*

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**General Program Compliance: Professional Standards**

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22	The School Nutrition Program Director hired on or after July 1, 2015 did not have records of the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date.	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 <a href="https://theicn.org/icn-resources-a-z/food-safety/">https://theicn.org/icn-resources-a-z/food-safety/</a> .	<i>Food safety certification was completed on July 20, 2017. No further corrective action is required.</i>
23	School Nutrition Program director has 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>	<i>Please provide the certificate of completion of Procurement Basics (or an equivalent training on Federal procurement standards) for the School Nutrition Programs director. Additionally, please provide written assurance that annual training on Federal procurement standards will be completed annually.</i>

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#### **General Program Compliance: Water**

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*No findings.*

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#### **General Program Compliance: Food Safety, Storage and Buy American**

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*No findings.*

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#### **General Program Compliance: Reporting and Recordkeeping**

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24	Production records did not contain all required sections. Specifically, during the week of review the production records for breakfast and lunch did not contain the number of servings prepared, left overs after meal service, or total meals served.	Discussed required sections of production records. Production Record Templates 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. The Production Record Overview Recorded Webinar & Webinar Slides 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.	<i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days. Additionally, the certificate of completion of Production Record Overview must be provided.</i>
25	Breakfast and Lunch production records provided do not indicate different portion sizes for different grade groupings. Specifically, breakfast and lunch production records do not indicate different portion sizes for grades K-8 and 9-12.	Discussed using Production Record for Multiple Grade Groupings 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. Production Record Overview Recorded Webinar & Webinar Slides 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.	<i>Please provide copies of completed lunch Production Record for Multiple Grade Groupings for 5 consecutive days.</i>

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| 26 | A Free and Reduced-Price Policy Statement Addendum - Non-Pricing has not been submitted to the State agency.  | Discussed that the Free and Reduced-Price Policy Statement and applicable addendums must be submitted to the State agency. Referred to the Free and Reduced-Price Policy Statement and addendum templates 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 Organizational accordon.  | Please provide an updated and signed Free and Reduced-Price Policy Statement Addendum–Non-Pricing. Additionally, please provide written assurance that the Free and Reduced Price Policy Statement will be updated annually to reflect current practices.  |
| 27 | Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: French Toast, Bagel, Biscuit, Chicken Fajita, Hamburger, Spaghetti, Roll, Rice, Fish Stick, Beef Taco, Pinto Beans, Tomato and Lettuce. | 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 accordon. | 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. |

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

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No findings.

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

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Not applicable.

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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! Omega Alpha Academy has completed the Administrative Review for the 2025 program year. It is recommended that the meal pattern and production records are monitored internally to ensure ongoing compliance.

**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 30, 2025** to Destinee Williams at [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.