



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Phoenix Hebrew Academy

CTD: 07-20-97

Site: Phoenix Hebrew Academy

Contacts: Vanessa McGann Office Manager and Stacey Scholl Front Desk Coordinator

Review Date: March 26, 2025

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

1	Children who do not have any certification documentation on file at the beginning of the school year and do not qualify for carryover of previous year's eligibility are being provided free or reduced-price benefits. Specifically, four students were approved for benefits without documentation to support benefit status. This contributed towards fiscal action calculations.	Discussed that if no application is submitted and eligibility is not established through direct certification, a child is not eligible for free or reduced-price meal benefits. Referred to Section 3: Establishing Eligibility 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.	<i>Corrections have been made to certification status of these students. Please provide a written description of how benefit status will be determined for children without certification documentation on file and who do not qualify for carryover of the previous year's eligibility at the start of the school year.</i>
2	Direct certification matches were not correctly certified. Specifically, 1 student who was eligible for free meal benefits through direct certification was issued reduced-price meal benefits. This contributed toward fiscal action calculations.	Discussed how to properly certify students who match in direct certification. Referred to Determining Eligibility for Categorically Eligible Applications 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.	<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 certifying students who match in direct certification for free or reduced-price benefits.</i>
3	Student eligibility was determined utilizing incomplete information. Specifically, one application was approved with missing 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 https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. Required completing the training: Step-by-Step Instruction: How to Process Household Applications found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to ensure the completeness of household applications. Additionally, the certificate of completion of Step-by-Step Instruction: How to Process Household Applications must be submitted.</i>

Performance Standard 1: Meal Counting and Claiming – Critical Area

No findings.

Performance Standard 2: Meal Components & Quantities – Critical Area

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| <p>4 Food quantities during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1/2 cup of fruit was served on February 3, 4, 5, 7, 2025, when 1 cup is required daily at breakfast for grades K-8. This was determined to be a systemic finding and resulted in an expanded examination of the meal pattern; insufficient daily fruit quantities were also served at breakfast on February 12, 13, 18, 19, 24, 25, 26, 27 and 28, 2025. 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 Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. The Using Appropriate Serving Utensils 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 and/or termination of performance-based reimbursement (extra 9 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily fruit quantities at breakfast meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p> |
| <p>5 Food quantities observed at breakfast in the review period did not meet minimum weekly amount required by the meal pattern. Specifically, 3 cups fruit was served on February 3-7, 2025, when 5 cups is required weekly at breakfast for grades K-8. This finding was determined to be systemic and occurred every week in February 2025. 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 Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. The Using Appropriate Serving Utensils 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 and/or termination of performance-based reimbursement (extra 9 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly fruit quantities at breakfast meet minimum amounts required by the meal pattern.</i></p> |
| <p>6 During the week of review, at least 80% of grains served at breakfast were not whole grain-rich. Specifically, only 68% of grains served at breakfast during February 3-7, 2025 were whole grain-rich.</p> | <p>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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.</p> | <p><i>Please provide one week of breakfast and 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 breakfast and lunch were whole grain-rich.</i></p> |

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| <p>7 Fluid milk was not available in at least two allowable varieties at breakfast and lunch during the review period. This finding was deemed to be systemic and occurred every day during February 2025. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p> | <p>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.</p> | <p><i>Please provide one week of breakfast and lunch production records that demonstrate that fluid milk was available in at least two allowable varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two allowable varieties at breakfast and lunch.</i></p> |
| <p>8 The following vegetable subgroups was not offered during the review period: Beans/Peas (legumes) and Dark Green subgroups. This was a systemic finding resulting in expanded review of meal pattern; Beans/Peas legumes and Dark Green vegetable subgroups were also not served the week of February 24-28, 2025. This was determined to be a repeat finding from the previous cycle and contributed toward fiscal action calculations.</p> | <p>Discussed vegetable subgroup requirements for the age/grade groups served. vegetable Subgroup Quick Guide can be found on ADE's website at https://www.azed.gov/hns/nsip/forms under the Menu Planning accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nsip/training under the Online Training Library accordion. Please note that repeated violations involving vegetable subgroups may result in fiscal action.</p> | <p><i>Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p> |
| <p>9 Food quantities documented at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1/2 cup vegetable was served on February 3, 4, 7, 2025, and 1/4 cup vegetable was served on February 5, 2025, when 3/4 cup vegetable is required daily. This finding was determined to be systemic and resulted in expanded review of meal pattern; insufficient daily vegetable quantities were also served on February 13, 18, 20, 24 and 26, 2025. This was not a repeat finding from the previous cycle and did not contribute to 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 http://www.azed.gov/hns/nsip under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nsip/training under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nsip/training under the Online Training Library accordion.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantities at lunch meet minimum amounts required by the meal pattern.</i></p> |
| <p>10 Food quantities documented at lunch during the review period did not meet minimum weekly amount required by the meal pattern. Specifically, 2 5/8 cups vegetable was served during February 2-7, 2025, when 3 3/4 cups is required weekly at lunch for grades K-8. This finding was deemed systemic and occurred every week during February 2025. 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 http://www.azed.gov/hns/nsip under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nsip/training under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nsip/training 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 vegetable quantities at lunch meet minimum amounts required by the meal pattern.</i></p> |

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| <p>11 The following products could not be credited towards the meal pattern due to insufficient documentation: Mac & Cheese served February 3, 2025; Beyond Tenders served February 4, 2025; and Pierogi served February 5, 2025. Without sufficient documentation, the reviewer was unable to determine if daily or weekly meat/meat alternate and grain quantity requirements were met at lunch. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p> | <p>Discussed requirements regarding 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/nsip/training 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 Child Nutrition (CN) label and/or Product Formulation Statement (PFS) for Mac and Cheese, Beyond Tenders, Pierogi, and Pizza Bagel. 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></p> |
| <p>12 Meals served to preschool students did not meet meal pattern requirements. Specifically, the following cereal served on February 3 and 7, 2025 at breakfast exceeded the sugar limit: Apple Cinnamon Cheerios. This contributed toward fiscal action calculations.</p> | <p>Discussed cereal served must not have more than 6 grams of added sugar per 1 dry ounce. Referred to SP 01-2018 Updated Infant and Preschool Meal Patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. Meal pattern requirements for CACFP can be found on ADE's website at https://www.azed.gov/hns/cacfp under the Meal Pattern accordion.</p> | <p><i>Please provide supporting documentation (i.e., product label and Nutrition Facts label) for the cereal product that will replace the Apple Cinnamon Cheerios. Additionally, provide written assurance that cereal served to preschool students will not exceed the added sugar limit.</i></p> |
| <p>13 Meals served to preschool students did not meet meal pattern requirements. Specifically, 2% milk was served to preschool students at breakfast on February 3-7, 2025. This contributed toward fiscal action calculations.</p> | <p>Discussed the updated preschool meal pattern. Specifically, that flavored milk and 2% is not allowable. Referred to SP 01-2018 Updated Infant and the updated preschool meal patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. CACFP Meal Pattern can be found on ADE's website at https://www.azed.gov/hns/cacfp under the Meal Pattern accordion.</p> | <p><i>Please provide one week of breakfast production records that demonstrate that allowable fluid milk was served to preschool students. Additionally, please provide written assurance that flavored milk will not be served to preschool students.</i></p> |
| <p>14 Meals served to preschool students did not meet meal pattern requirements. Specifically, a whole grain-rich item was not served to preschool students at least one time per day on February 6, 2025. This contributed toward fiscal action calculations.</p> | <p>Discussed a whole grain-rich item must be served at least one time per day. Referred to SP 01-2018 Updated Infant and Preschool Meal Patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. Meal pattern requirements for CACFP can be found on ADE's website at https://www.azed.gov/hns/cacfp under the Meal Pattern accordion.</p> | <p><i>Please provide one week of production records and supporting documentation (i.e., product labels and Nutrition Facts labels) which demonstrates a whole grain-rich item was served at least one time per day. Additionally, provide written assurance that at least one whole grain-rich item will be served to preschoolers daily.</i></p> |

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| <p>15 Food quantities observed at breakfast on the day of review did not meet minimum amounts required by the meal pattern. Specifically, 1/2 cup fruit was served when 1 cup fruit is required daily at breakfast 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 Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nsip under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nsip/training under the Online Training Library accordion. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nsip/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 9 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily fruit quantities at breakfast meet minimum amounts required by the meal pattern.</i></p> |
| <p>16 Fluid milk was not available in at least two allowable varieties at breakfast and lunch on the day of review. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p> | <p>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.</p> | <p><i>Please provide one week of breakfast and lunch production records that demonstrate that fluid milk was available in at least two allowable varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two allowable varieties at breakfast and lunch.</i></p> |
| <p>17 Meals served to preschool students did not meet meal pattern requirements. Specifically, 2% milk was served to preschool students at breakfast on the day of review March 26, 2025. This contributed toward fiscal action calculations.</p> | <p>Discussed the updated preschool meal pattern. Specifically, that flavored milk and 2% is not allowable. Referred to SP 01-2018 Updated Infant and the updated preschool meal patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers. CACFP Meal Pattern can be found on ADE's website at https://www.azed.gov/hns/cacfp under the Meal Pattern accordion.</p> | <p><i>Please provide one week of breakfast production records that demonstrate that allowable fluid milk was served to preschool students. Additionally, please provide written assurance that flavored milk will not be served to preschool students.</i></p> |
| <p>18 The meal service was not structured to comply with the meal pattern requirements of the multiple grade groups that were served. Specifically, the CACFP meal pattern for ages 6-18 was implemented for grades K-8 instead of NSLP meal pattern.</p> | <p>Discussed allowable meal pattern grade groups per the grades served and feasible options for structuring the meal service to comply with quantity requirements (e.g., recipes changes, portion size changes, how to differentiate between students in different groups). 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 implemented to ensure that meal pattern requirements of the multiple grade groups served are met at Breakfast and Lunch.</i></p> |

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

No finding.

Meal Access & Reimbursement: Certification and Benefit Issuance

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| 19 Households eligible to receive free or reduced-price meal benefits are not being notified either verbally or in writing. | Referred to Notification of Eligibility Determination 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. Notification of Benefits Letter, School Meals can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Eligibility Documents for School Meal Benefits accordion. | <i>Please provide a copy of the written letter or documented procedure for verbal notification of households approved for free or reduced-price meal benefits. Additionally, please provide written assurance that all households eligible to receive free or reduced-price meal benefits will be notified verbally or in writing.</i> |
| 20 Households that have been directly certified are not being notified verbally or in writing. | Discussed that the LEA must notify the household, in writing, of eligibility established through direct certification. Referred to Notification of Eligibility Determination section in USDA's Eligibility Manual for School Meals. A Notification for Free School Meals letter, Direct Certification can be found on ADE's webpage at https://www.azed.gov/hns/nslp/forms under the Eligibility Documents for School Meal Benefits accordion. | <i>Please provide a copy of the written letter or documented procedure for verbal notification of households that have been directly certified. Additionally, please provide written assurance that households that have been directly certified will be notified verbally or in writing.</i> |
| 21 The household notification of denied benefits did not meet requirements. Specifically, it did not advise the household of the reason for denial of benefits; the right to appeal the eligibility determination; instructions on how to appeal; and the ability to reapply for free and reduced-price benefits at any time during the school year. | Discussed that households that are denied benefits must receive prompt, written notification of their denial. The notification must advise the household of: reason for benefits; right to appeal; instructions on how to appeal; and ability to reapply for free and reduced-price benefits at any time during the school year. Referred to Section 3: Establishing Eligibility in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. | <i>Please provide the updated template that will be used to notify households of denied benefits that contains all required sections.</i> |
| 22 Direct certification matches were not conducted according to the proper time frames. Specifically, direct certification was not conducted at least once at or around the beginning of the school year. | Discussed that direct certification must be conducted, at a minimum: at or around the beginning of the school year, three months after the beginning of the school year, and six months after the beginning 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 a written description of the changes that have been implemented to ensure direct certification will be conducted according to the proper timeframes. Additionally, please provide written assurance that, moving forward, direct certification will be run at or around the beginning of the school year.</i> |

Meal Access & Reimbursement: Verification

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| 23 Verification activities were not completed by November 15. Specifically, activities were not completed until November 26, 2024. | Discussed requirement for completion of verification activities by November 15, including the notification of verification results. Referred to Verification Best Practices Calendar and Online Training: Verification Review found at https://www.azed.gov/hns/nslp/forms under the Calendars and Checklists accordion. | <i>Please provide written assurance that verification will be completed by November 15 each year, as well as the steps that will be taken to ensure this requirement is adhered to.</i> |
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Meal Access & Reimbursement: Meal Counting and Claiming

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| 24 Daily edit checks are not being conducted. | 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 https://www.azed.gov/hns/nslp/forms under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at https://www.azed.gov/hns/nslp/training 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 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.</i> |
| 25 Alternate points of service that have not been approved by the State agency were observed while on site. Specifically, two points of service were observed on site at Phoenix Hebrew Academy when one point of service was approved in the CNPWeb site application for Phoenix Hebrew Academy. | Discussed requirement to receive approval from the State agency prior to implementing alternate points of service and the ability to do so through updating the site application in CNPWeb and contacting the Health and Nutrition Services Specialist to alert them of the changes. | <i>Please submit a new site application in CNPWeb that accurately reflects the alternate point of service. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i> |

Meal Pattern & Nutritional Quality: Offer Versus Serve

Not applicable.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No finding.

Resource Management

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| 26 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 district charged adult meals at the same rate as paid meals for student (breakfast \$2.20 and student lunch \$4.25). Adult breakfast should have been priced at a minimum of \$2.59 and adult lunch should have been priced at a minimum of \$5.08. | Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. Pricing Sites: the paid meal price plus the amount of reimbursement received for a paid meal plus the per meal value of entitlement and bonus commodities for 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. | <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 that difference between required price and charged price for adult meals of non-Federal funds were used to cover the price of serving adult meals served during the review period February 2025.</i> |
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General Program Compliance: Civil Rights

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| 27 The public media release was not provided to local media, the unemployment office, and/or and local employers considering large layoffs. | Discussed requirements and timeframe for public media release, and best options locally for submitting the release to prior to the start of the school year. The Public Media Release template can be found on ADE's website at https://www.azed.gov/hns/nslp/forms/ under the Organizational accordion. | <i>Please provide written procedures that will be followed each year for distributing the public media release, including who will be responsible for ensuring it is sent to the appropriate local media and what local media it will be sent to.</i> |
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General Program Compliance: SFA On-Site Monitoring

Not applicable

General Program Compliance: Local Wellness Policy

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| 28 The public is not being notified of the existence and contents of the Local Wellness Policy. | Discussed feasible means of notifying the public about the Local Wellness Policy such as posting it on 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. | <i>Please provide a written description of how the public will be notified of the existence and contents of the Local Wellness Policy.</i> |
| 29 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, general public, teachers of physical education, and school health professionals were not made aware of their ability to participate in the development, review, and update of the Local Wellness Policy. | Discussed feasible means of notifying potential stakeholders of their ability to participate. 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 description of how all potential stakeholders, including parents, students, general public, teachers of physical education, and school health professional, will be made aware of their ability to participate in the development, review, update, and implementation of the Local Wellness Policy.</i> |
| 30 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> |

General Program Compliance: Competitive Food Services

No finding.

General Program Compliance: Professional Standards

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| 31 | The School Nutrition Program Director hired on or 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. | 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/ . | <i>Please provide the expected date that food safety certification training will be completed by the School Nutrition Program Director.</i> |
| 32 | 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, Office Manager who has meal counting responsibilities at breakfast and lunch. | 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. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i> |
| 33 | Professional Standards training hours are not being adequately tracked. Specifically, there is no comprehensive tracking system in place. Employee trainings are received through a variety of sources (in person and through multiple software programs) and while these records are kept separately there is no system to combine trainings and ensure that hours are met per employee annually. | Discussed feasibility of different tracking methods for the school year. Suggested creating their own training tracker with all required information or upgrading current software system which does provide a sufficient tracking report. 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 a written description of how Professional Standards training hours will be tracked and utilized to ensure that all School Nutrition Program staff meet their training requirements.</i> |
| 34 | 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 finding.

General Program Compliance: Food Safety, Storage and Buy American

35	The following products observed at Phoenix Hebrew Academy were in violation of the Buy American Provision (i.e., were non-domestic) and documentation justifying a Buy American exception were not maintained on file: Dole Pineapple Tidbits from the Philippines, blueberries from Mexico and Canned Tuna from Vietnam.	Discussed that funds used from the nonprofit school food service account must be used to procure food products that comply with the Buy American Provision. Additionally discussed procedures for documenting a Buy American exception. Referred to SP38-2017, Buy American Webinar and FAQ. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Operational accordon. Buy American Recorded Webinar and FAQ can be found on ADE's website at https://www.azed.gov/hns/nsfp/training under the Online Training Library accordon.	<i>Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i>
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General Program Compliance: Reporting and Recordkeeping

36	Reports are not submitted to the State agency as required. Specifically, the submitted site application in CNPWeb indicates that Phoenix Hebrew Academy is serving grades K-8 when the site is serving age groups Pre-K and K-8.	Discussed steps required to update the site application in CNPWeb to reflect current practice of Pre-K students, including notifying the assigned specialist approving applications of the update.	<i>Please resubmit a site application for Phoenix Hebrew Academy in CNPWeb indicating the current practice of serving breakfast and lunch to Pre-K students. Additionally, please provide written assurance that the site application in CNPWeb will be updated to accurately reflect current practices whenever site operations change.</i>
37	Reports are not submitted to the State agency as required. Specifically, the Annual Financial Report was not submitted to ADE on time.	Discussed reporting requirements for Annual Financial Report and who would be responsible for submitting by October 1st each year.	<i>Please provide steps that will be taken to ensure that the Annual Financial Report will be submitted to ADE by October 1st each year, including the title of the individual responsible for submitting it.</i>
38	Production records were not completed correctly. Specifically, the production records for, breakfast and lunch for Pre-K and K-8 meals, did not accurately reflect leftover and used servings of milk.	Discussed required sections of production records. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Menu Planning accordon. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nsfp/training under the Online Training Library accordon.	<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>

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

39	Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year.	Discussed methods of notifying families of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year and determined which was most feasible. Summer feeding locations can be found at https://www.azhealthzone.org/ .	<i>Please provide a written description of how households will be notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year, including the documentation that will be used for the notification. Additionally, please provide written assurance that this will occur at the end of each school year.</i>
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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:

Phoenix Hebrew Academy is recognized and thanked for its participation in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). The efforts of the Food Service Staff during the recent administrative review period were greatly appreciated by the State Agency. To support compliance with program requirements, it is recommended that both the Food Service Director and the Kitchen Manager participate in training focused on the NSLP meal pattern. Such training will help ensure a comprehensive understanding of the standards and promote consistent implementation across meal services. Additionally, the State agency encourages Phoenix Hebrew Academy to review the USDA resource titled "Variations in Meal Requirements for Religious Reasons – Jewish Schools, Institutions, and Sponsors". This document may assist the Academy in evaluating whether approved meal pattern variations for Kosher meals could support the district in achieving full compliance with NSLP requirements

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 \$407.74
☐ No- NSLP ☒ Yes- NSLP \$2,329.17

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by August 7, 2025 to Ana Gandarilla-Begay at Ana.gandarilla-begay@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

Program Director 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.

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