



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Maricopa County Community College District dba Gateway Early College High School  
CTD: 07-86-47  
Site: Gateway Early College High School

Contacts: Luz Rodriguez, Administrative Specialist Sr.; Stacey Boyd, School Superintendent

Review Date: April 29, 2025

Exit Conference Date: April 29, 2025

Review Period: March 2025

Programs Reviewed:

☒ National School Lunch

☒ School Breakfast

☐ Afterschool Snack

☐ Fresh Fruit & Vegetable

☐ Special Milk

☐ At-Risk Afterschool Meals

No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
Performance Standard 1: Certification and Benefit Issuance – Critical Area			
No findings.			
Performance Standard 1: Meal Counting and Claiming – Critical Area			
1	Meal service lines observed on the day of review did not provide an accurate count at the point of service. During breakfast it was observed that production records were used retrospectively to count and claim for meals. This was determined to be a systemic error and contributed toward fiscal action calculations. A full recalculation of breakfast served for the months of August 2024-April 2025 was conducted.	Discussed allowable methods of obtaining meal counts. Additionally, discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	Changes to the procedures of meal counting and claiming have been made and a recalculation was conducted.
Performance Standard 2: Meal Components & Quantities – Critical Area			
No findings.			
Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area			
No findings.			
Meal Access & Reimbursement: Certification and Benefit Issuance			
No findings.			
Meal Access & Reimbursement: Verification			
No findings.			
Meal Access & Reimbursement: Meal Counting and Claiming			
No findings.			
Meal Pattern & Nutritional Quality: Offer Versus Serve			
No findings.			

<b>Meal Pattern &amp; Nutritional Quality: Meal Components and Quantities</b>		
<i>No findings.</i>		
<b>Resource Management</b>		
<i>No findings.</i>		
<b>General Program Compliance: Civil Rights</b>		
2	<p>The Civil Rights Compliance Form is not being completed correctly. Specifically, the ethnicity and race data do not reflect total enrollment.</p> <p>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.</p>	<p><i>Please provide a written description of how the Civil Rights Compliance form will be completed to entirety 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></p>
<b>General Program Compliance: SFA On-Site Monitoring</b>		
<i>Not applicable.</i>		
<b>General Program Compliance: Local Wellness Policy</b>		
3	<p>The public was not notified of the results of the most recent assessment of the implementation of the Local Wellness Policy.</p> <p>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. SFA will comply with the final rule of the assessment for the Local Wellness Policy and upload to the website with the current Local Wellness Policy. The USDA's Local Wellness Policy Outreach Toolkit can be found at <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit">https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit</a>.</p>	<p><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></p>
<b>General Program Compliance: Competitive Food Services</b>		
<i>No findings.</i>		
<b>General Program Compliance: Professional Standards</b>		

4	Staff tasked with National School Lunch Program procurement responsibilities (Federal Programs Director) have not completed annual training on Federal procurement standards.	Discussed that school nutrition program directors, management, and staff tasked with National School Lunch Program procurement responsibilities must complete annual training on Federal procurement standards annually. Additionally discussed that procurement training may count towards the professional standards training standards. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Build Your Employees Training Plans accordion. Procurement Basics training can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.	<i>Please provide the certificate of completion of Procurement Basics (or an equivalent training on Federal procurement standards) for staff tasked with National School Lunch Program procurement responsibilities (Federal 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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*No findings.*

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

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5	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 <a href="https://www.azhealthzone.org/">https://www.azhealthzone.org/</a> .	<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**

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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! Maricopa County Community College District dba Gateway Early College High School has completed the administrative review for the 2024-2025 school year. Thank you for your hospitality and organization during the review process. To maintain program integrity, it is recommended that trainings in Meal Counting and Claiming are completed throughout the year.

**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 type="checkbox"/> No- SBP	<input checked="" type="checkbox"/> Yes- SBP	\$4,285.56
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by June 30, 2025 to [Destinee.Williams@azed.gov](mailto:Destinee.Williams@azed.gov). The response must be on organizational letterhead and signed by an authorized representative and must indicate that corrective actions will be implemented SFA-wide.

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Reviewer Signature \_\_\_\_\_ Date \_\_\_\_\_

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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](http://www.azed.gov)  
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This institution is an equal opportunity provider.