ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Empower College Prep
CTD: 07-84-01
Site: Empower College Prep

Contacts: Brian Holeman, Executive Director and Angela Ortega, Director of Finance

Review Date: October 28, 2026
Exit Conference Date: October 28, 2026
Review Period: September 2026
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			
	No Findings.		
Performance Standard 2: Meal Components & Quantities – Critical Area			
1	On the day of review, it was observed that 29 lunches counted for reimbursement did not contain all of the required meal components. This contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 9 cents) until sufficient corrective action is received.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. The Recognizing a Reimbursable Meal at the Point of Service Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion in the Operations section. The Recognizing a Reimbursable Meal at the Point of Service Webinar Slides can also be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion in the Operations section.	*Please provide a written description of the changes that have been made to ensure that all lunches counted for reimbursement contain all of the required meal components. Additionally, the certificate of completion of Recognizing a Reimbursable Meal at the Point of Service must be submitted.*
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			
2	Offer versus Serve (OVS) was not implemented properly. Specifically, students were not required to take 1/2 cup fruit or vegetable.	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 https://www.azed.gov/hns/nslp under the Guidance Manuals accordion in the USDA Manuals and Handbooks section.	*Please provide a written description demonstrating how OVS will be implemented properly. Additionally, please provide written assurance that moving forward, OVS will be implemented properly.*
Meal Pattern & Nutritional Quality: Meal Components and Quantities			
No Findings.			
Resource Management			
No Findings.			
General Program Compliance: Civil Rights			
No Findings.			
General Program Compliance: SFA On-Site Monitoring			
No Findings.			
General Program Compliance: Local Wellness Policy			
No Findings.			
General Program Compliance: Competitive Food Services			
No Findings.			
General Program Compliance: Professional Standards			
No Findings.			
General Program Compliance: Water			
No Findings.			
General Program Compliance: Food Safety, Storage and Buy American			
No Findings.			
General Program Compliance: Reporting and Recordkeeping			
No Findings.			
General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach			
No Findings.			
Other Federal Program Reviews: Afterschool Snack Program			
Not applicable.			

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2027 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:

Congratulations, Empower College Prep! You have successfully completed the Nation School Lunch Program administrative review for School Year 2026-2027. It is recommended that point of service staff focus on ensuring each student has reimbursable meal before they are counted and claimed. Your effort and dedication to seving nutritious meals is evident. Keep it up!

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		
Program	**Total Fiscal Action**	**Assessed or Disregarded**
School Breakfast Program	$0.00	Not Applicable
National School Lunch Program	$141.23	Disregarded

Targeted Follow-Up Review Required?

☐ Certification & Benefit Issuance ☐ Meal Counting and Claiming ☐ Verification ☐ Meal Components and Quantities ☐ Unallowable Costs

Please submit corrective action response by December 18, 2026, to Megan.Hoovler@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.

Megan L Hoovler Digitally signed by Megan Hoovler Date: 2026.11.13 14:46:22 -07'00'

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.