ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Targeted Follow-Up Review Summary Report

School Food Authority Name: Friendly House, Inc.
CTD: 07-86-11
Site: Friendly House Academia Del Pueblo Elem

Contacts: Avein Tafoya, CEO and Lorena Gutierrez, Operations Manager

Review Date: April 30, 2026
Exit Conference Date: April 30, 2026
Review Period: March 2026
Programs Reviewed: ☑ National School Lunch ☑ School Breakfast

No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
Performance Standard 1: Certification and Benefit Issuance – Critical Area			
	Not applicable.		
Performance Standard 1: Meal Counting and Claiming – Critical Area			
1	Lunch counts observed during the review period did not support that reimbursable meal counts are accurate. Specifically, lunch exceeded the number of students in attendance on March 6, 19, 24, and 27, 2026. This was deemed a systemic error dating back to August 2025. Therefore, a full fiscal recalculation of lunches served for the months of August 2025 - May 2026 was conducted at Friendly House Academia Del Pueblo Elem.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Discussed implementing a tally sheet based counting sytem rather than a tally clicker to ensure that each mark reflects a student with a reimburseable meal.	*Changes to the procedures of meal counting and claiming have been made and a fiscal recalculation was conducted at Friendly House Academia Del Pueblo Elem. A full fiscal recalculation was conducted, and fiscal action will be assessed. No further corrective action is required at this time.*
Performance Standard 2: Meal Components & Quantities – Critical Area			
	Not applicable.		
Meal Access & Reimbursement: Certification and Benefit Issuance			
	Not applicable.		
Meal Access & Reimbursement: Verification			
	Not applicable.		

Meal Access & Reimbursement: Meal Counting and Claiming			
2	Daily edit checks are not being conducted appropriately. Specifically, the SFA's daily edit check is not calculating the attendance-adjusted enrollment. Additionally, the attendance factor does not match the monthly claim for reimbursement.	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 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.	*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.*

Meal Pattern & Nutritional Quality: Meal Components & Quantities

Not applicable.

Resource Management

Not applicable.

Comments/Recommendations:

Congratulations, Friendly House, Inc. The Counting and Claiming Follow-Up Review for school year 2025-2026 is complete. It is recommended that internal counting and claiming compliance checks are conducted periodically to maintain program integrity. Thank you for your conitnued patience and cooperation during the review process.

To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at https://www.azed.gov/hns/nslp/forms under the Calendars and Checklists tab.

Training: In-person classes, web-based training, and how-to guides can be found on ADE's website at https://www.azed.gov/hns/nslp/training.

Fiscal Action Assessed?

☑ No- SBP	☐ Yes- SBP	$0.00
☐ No- NSLP	☑ Yes- NSLP	$4,206.03

Fiscal Action under $600 will be disregarded.

Targeted Follow-Up Review Required?

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

Melissa Rose

Digitally signed by Melissa Rose
Date: 2026.10.01 15:28:38 -07'00'

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.