



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Academy of Mathematics and Science South, Inc.

CTD: 07-82-42

Site: Academy of Math and Science South Mountain and Academy of Mathematics and Science South

Contacts: Kristina Winters, Superintendent and Casandra Cardona, SBP/NSLP Coordinator

Review Date: February 25, 2026

Exit Conference Date: February 26, 2026

Review Period: January 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
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Performance Standard 1: Certification and Benefit Issuance – Critical Area

No Findings

Performance Standard 1: Meal Counting and Claiming – Critical Area

1	Meal count totals on January 9, 2026, were not correctly combined and recorded at lunch during the review period for Academy of Mathematics and Science South. Specifically, 592 meals were claimed when 392 were served. This was deemed a non-systemic error and contributed 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.	<i>Please provide a written description of changes to the at lunch during the review period for Academy of Mathematics and Science South system that have been implemented to ensure that meal count totals are correctly combined and recorded, including the date of implementation.</i>
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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

<p>2 Daily edit checks for Academy of Mathematics and Science South 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.</p>	<p>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 https://www.azed.gov/hns/nslp/forms under the Operational accordion.</p>	<p><i>Please provide a completed daily edit check worksheet for Academy of Mathematics and Science South for the most recently submitted claim month. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete Daily Edit Checks must be submitted.</i></p>
<p>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 in the Counting & Claiming section.</p>		

Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings

Resource Management

<p>3 Unallowable costs were paid for by the nonprofit school food service account. Specifically, a payment of \$1,500 for Police Officers - Traffic Control was made using the nonprofit school food service account on July 19, 2024.</p>	<p>Discussed specific unallowable expenses. An extensive list of allowable and unallowable costs can be found in 2 CFR 200 Subpart E General Provisions for Selected Items of Cost.</p>	<p><i>Please provide written procedures for determining the allowability of costs as required by 2 CFR 200.303(b)(7). Please also provide written assurance that all expenses of the nonprofit school food service account will be limited to those costs which are necessary, reasonable, allocable; and also that these costs are in accordance with 2 CFR 200 Subpart E Cost Principles. Additionally, please provide supporting documentation which reflects that the \$1,500 of unallowable costs was reimbursed to the nonprofit school food service account with non-Federal funds.</i></p>
<p>4 The nonprofit school food service account was charged costs in excess of the approved indirect cost rate. Specifically, the nonprofit food service account was charged \$1,421,446.13 in excess of the allowable amount for indirect costs.</p>	<p>Discussed proper classification of direct/indirect costs. Reviewed requirements that indirect costs be charged consistently across the SFA as required in 2 CFR 200.412-414. Referred to the USDA's Indirect Cost Guidance Manual located at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion, which can be used as a resource when determining allowable indirect costs.</p>	<p><i>Please provide written procedures for how indirect costs will be calculated and charged to the nonprofit school food service account. Additionally, also provide supporting documentation which reflects that any indirect costs charged in excess of the allowable rate (\$1,421,446.13) have been returned to the nonprofit school food service account.</i></p>

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

Not Applicable

General Program Compliance: Professional Standards

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| 5 | 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> |
| 6 | The School Nutrition Programs director tasked with National School Lunch Program procurement responsibilities 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 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 the School Nutrition Programs director 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 Findings

General Program Compliance: Food Safety, Storage and Buy American

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| 7 | The most recent food safety inspection report at Academy of Math and Science South Mountain was not posted in a prominent location visible to all program participants. | Discussed making copies of most recent report and feasible places for posting, such as the main dining area, meal service line, school bulletin board, or front office. | <i>The most recent food safety inspection report was posted the day of review in a location where the program participants can view it. No further action is required.</i> |
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General Program Compliance: Reporting and Recordkeeping

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| 8 | Records have not been retained for 5 years after the final claim for reimbursement for the fiscal year has been submitted or until resolution of any audits. Specifically, Academy of Math and Science South Mountain production record and temperature log documentation was not kept on file. | Discussed that Arizona has a retention requirement of 5 years for documentation relating to Federal programs. Additionally discussed that documentation must be retained until the resolution of any audits. | <i>Please provide a written policy describing the retention procedures that will be implemented.</i> |
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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 2026 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

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| 9 | Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements at both at snack during the review period for Academy of Math and Science South Mountain and Academy of Mathematics and Science South. Specifically, on January 5, 7 and 8, 2026, 1/2 cup fruit was served when 3/4 cup fruit is required to meet the At-Risk Afterschool Meals Snack meal pattern. | Discussed the meal pattern requirements of At-Risk Afterschool Meals. The meal pattern chart can be found on ADE's website at https://www.azed.gov/hns/afterschool under the Meal Pattern accordion. Step-by-Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program can be found on ADE's website at https://www.azed.gov/hns/afterschool/trainingforSFAs under the How-To Guides accordion. | <i>Please provide copies of completed At-Risk Afterschool Meals production records for 5 consecutive days for both Academy of Math and Science South Mountain, and Academy of Mathematics and Science South. Additionally, please provide written assurance that the At-Risk Afterschool Meals meal pattern will be adhered to at all times. Additionally, the certificate of completion for Step-by-Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program must be provided.</i> |
| 10 | An on-site At-Risk snack service review was not completed within the first four weeks of operation at Academy of Math and Science South Mountain and Academy of Mathematics and Science South. | Discussed SFAs are required to perform no less than two on-site snack service reviews of the At-Risk Afterschool Meals each year, one occurring within the first four weeks of operation. The At-Risk Afterschool Meals Site Review Form for Snacks can be found on ADE's website at https://www.azed.gov/hns/afterschool/programforms under the Operational accordion. | <i>Please provide a written description of the process that has been put in place to ensure that all sites operating At-Risk Afterschool Snacks will receive two on-site reviews each year, one occurring within the first four weeks of operation.</i> |

Comments/Recommendations:

Congratulations! Academy of Mathematics and Science South, Inc. has completed the administrative review for the 2025-2026 school year. Your commitment to operating compliant and effective programs is commendable. The care and effort you put into supporting student well-being is clearly evident and deeply appreciated.

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	\$1,388.04	Assessed

Please submit corrective action response by May 11, 2026, to Liz McLaughlin Liz.McLaughlin@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

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