



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Calibre Academy
CTD: 07-89-09
Site: Calibre Academy Surprise

Contacts: Shannon Smith, Director and Kira Claus, Lunch Coordinator

Review Date: November 18, 2025

Exit Conference Date: November 18, 2025

Review Period: October 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	The correct conversion factors were not used on applications with more than one income frequency provided.	Referred to Income Conversion Required under the Reviewing Applications Based on Income section in USDA's Eligibility Manual for School Meal found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion in the USDA Manuals and Handbooks section. The Step-by-Step Instruction: How to Process Household Applications can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion in the Certification and Benefit Issuance section.	<i>Please provide written procedures for how and when conversion factors will be utilized and written assurance that the correct conversion factors will be applied to income applications with multiple frequencies.</i>
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Performance Standard 1: Meal Counting and Claiming – Critical Area

No Findings.

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

2 Verification procedures were not followed correctly. Specifically, households for whom benefits were to be reduced or terminated as a result of verification were not provided 10 calendar days advance notification prior to the actual reduction or termination.

Discussed that if benefits are decreased during verification, SFAs must provide 10 days advance notification to households prior to the actual reduction or termination of benefits. Referred to ADE's Online Training: Verification Review on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Verification section.

Please provide the written procedures for ensuring that households for whom benefits are to be reduced or terminated will be given 10 calendar days written advance notice of the change.

Referred to Verification Tracking Form found at <https://www.azed.gov/hns/nslp/forms> under the Eligibility Documents for School Meal Benefits accordion in the Verifying Household Applications section. Additionally, referred to Section 6: Verification 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 in the USDA Manuals and Handbooks section.

Meal Access & Reimbursement: Meal Counting and Claiming

No Findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings.

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

Not Applicable.

General Program Compliance: Local Wellness Policy

No Findings.

General Program Compliance: Competitive Food Services

No Findings.

General Program Compliance: Professional Standards

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| <p>3 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.</p> | <p>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/.</p> | <p><i>Food safety certification was completed on February 18, 2023. No further corrective action is required.</i></p> |
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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 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

Not Applicable.

Comments/Recommendations:

Congratulations! Calibre Academy has completed the administrative review for the 2024-2025 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. Your team works marvelously together in order to do an outstanding job implementing the National School Lunch Program. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a supportive environment.

