



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: The Charter Foundation, Inc.  
CTD: 10-87-22  
Site: AmeriSchools Academy - Tucson

Contacts: Matthew Chandler, Director of Academic and Student Services and Mariela Caballero, Food Service Manager

Review Date: October 16, 2025

Exit Conference Date: October 16, 2025

Review Period: September 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**

*No Findings.*

**Performance Standard 1: Meal Counting and Claiming – Critical Area**

1	Meal count totals were not correctly combined and recorded at breakfast and lunch during the review period. 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 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**

*No Findings.*

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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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No Findings.

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**Meal Pattern & Nutritional Quality: Meal Components and Quantities**

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No Findings.

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**Resource Management**

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| 2 | An approved indirect cost rate from the Arizona Department of Education was not obtained by the SFA prior to charging indirect costs to the nonprofit school food service account in School Year 2024-2025. | Discussed that an LEA must have an approved indirect cost rate issued by the State agency that covers the period of time indirect costs were charged. Referred to USDA's Indirect Cost Guidance located at <a href="https://www.fns.usda.gov/cn/indirect-cost-guidance">https://www.fns.usda.gov/cn/indirect-cost-guidance</a> . | <i>Please provide written procedures for the process that will be implemented to submit an indirect cost rate proposal and obtain an approved indirect cost rate prior to charging indirect costs to the nonprofit school food service account. Additionally, please provide supporting documentation which reflects that \$424.09 of indirect costs charged without an approved indirect cost rate have been returned to the nonprofit school food service account.</i> |
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**General Program Compliance: Civil Rights**

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| 3 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the English language School Breakfast Program flyer did not include the USDA nondiscrimination statement. Nor did the Summer Food Service Program Flyer. | Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and whether long or short statement would be most appropriate. | <i>Please provide an updated English language School Breakfast Program flyer with the nondiscrimination statement as well as the Summer Food Service Program Flyer. Additionally, please provide written assurance that all program materials have been updated to include the appropriate nondiscrimination statement.</i> |
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**General Program Compliance: SFA On-Site Monitoring**

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No Findings.

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**General Program Compliance: Local Wellness Policy**

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| 4 | Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the Local Wellness Policy. Specifically, the general public were not made aware of their ability to participate in the development, review, and update of the Local Wellness Policy. | Discussed feasible means of notifying potential stakeholders of their ability to participate. For example, sharing the meeting announcement on the school website for the general public to have access. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar 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 accordion. | <i>Please provide a written description of how all potential stakeholders, including the general public, will be made aware of their ability to participate in the development, review, update, and implementation of the Local Wellness Policy.</i> |
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| 5 | The public was not notified of the results of the most recent assessment of the implementation of the Local Wellness Policy. | 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. For example, posting the results on the website along with the updated 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> . | <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> |
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**General Program Compliance: Competitive Food Services**

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*No Findings.*

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**General Program Compliance: Professional Standards**

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*No Findings.*

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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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| 6 | Reports are not submitted to the State agency as required. Specifically, Verification was not submitted to ADE on time. | Discussed reporting requirements for Verification and who would be responsible for submitting by November 15 each year. | <i>Please provide steps that will be taken to ensure that the Verification will be submitted to ADE by November 15 each year, including the title of the individual responsible for submitting it.</i> |
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**General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach**

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*No Findings.*

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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 2026 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:

Congratulations! The Charter Foundation has completed the National School Lunch Program and School Breakfast Program Administrative Review for Program Year 2025-2026! Your commitment to ensuring students have access to healthy, nutritious meals throughout the school year truly stands out. We greatly appreciate the organization and clear communication you demonstrated during the review process. Thank you for your partnership and dedication!

**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>.**

<b>Fiscal Action</b>		
<b>Program</b>	<b>Total Fiscal Action</b>	<b>Assessed or Disregarded</b>
School Breakfast Program	\$0.00	Not Applicable
National School Lunch Program	\$0.00	Not Applicable

Please submit corrective action response by March 6, 2026 to [Megan.Hoovler@azed.gov](mailto: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.

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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.

Tom Horne, Superintendent of Public Instruction  
1535 West Jefferson Street • Phoenix Arizona 85007 • [www.azed.gov](http://www.azed.gov)  
“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.