



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Torah Day School of Phoenix  
CTD: 07-20-78  
Site: Torah Day School of Phoenix

Contacts: Gaby Friedman, Administrator/Vice President and Jen Siegel, Administrator

Review Date: January 13, 2026

Exit Conference Date: January 13, 2026

Review Period: December 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
<b>Performance Standard 1: Certification and Benefit Issuance – Critical Area</b>			
	<i>No Findings.</i>		
<b>Performance Standard 1: Meal Counting and Claiming – Critical Area</b>			
	<i>No Findings.</i>		
<b>Performance Standard 2: Meal Components &amp; Quantities – Critical Area</b>			
1	On the day of review, it was observed that 23 breakfasts counted for reimbursement did not contain all of the required meal components. This 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. 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 Breakfast Meal at the Point of Service Recorded 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 Library accordion in the Operations section.  The Recognizing a Reimbursable Breakfast Meal at the Point of Service Webinar Slides can also 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 Library accordion in the Operations section.	<i>Please provide a written description of the changes that have been made to ensure that all breakfasts counted for reimbursement contain all of the required meal components. Additionally, the certificate of completion of Recognizing a Reimbursable Breakfast Meal at the Point of Service must be submitted.</i>

- 2 Meals served to preschool students did not meet meal pattern requirements. Specifically, flavored milk was served to preschool students at breakfast on January 13, 2026. This contributed toward fiscal action calculations.
- Discussed the updated preschool meal pattern. Specifically, that flavored milk is not allowable. Referred to [SP 01-2018 Updated Infant and the updated preschool meal patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers.](#)
- Meal pattern requirements for CACFP can be found on ADE's website at <https://www.azed.gov/hns/cacfp> under the Meal Pattern accordion.
- Please provide one week of breakfast production records that demonstrate that allowable fluid milk was served to preschool students. Additionally, please provide written assurance that flavored milk will not be served to preschool students.*
- 3 Fluid milk was not available in at least two varieties at breakfast during the review period. Specifically, 1% low-fat milk was the only milk type offered at breakfast on December 8-12, 2025. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.
- Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free, unflavored; fat-free, flavored; low-fat (1%), unflavored; and low-fat (1%) flavored. Please note that repeated violations involving milk requirements may result in fiscal action.
- Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.*
- 4 Food quantities served at breakfast during the review period did not meet minimum amounts required by the meal pattern. Specifically, 5/8 cup of fruit was served on December 10, 2025 when 1 cup is required daily at breakfast for grades K-8. This was not a repeat finding from the previous cycle and therefore did not contribute 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 (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern accordion.
- Please provide a written description of the changes that have been made to ensure that daily fruit quantities at breakfast meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.*
- The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Menu Planning/ Meal Pattern section.
- The Using Appropriate Serving Utensils Recorded Webinar can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Operations section.
- The Using Appropriate Serving Utensils Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Operations section. Please note that repeated violations involving food quantities may result in fiscal action.

- 5 Food quantities served at breakfast during the review period did not meet minimum amounts required by the meal pattern. Specifically, 4-5/8 cups of fruit was served on December 8-12, 2025 when 5 cups is required weekly at breakfast for grades K-8. This was not a repeat finding from the previous cycle and therefore did not contribute 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 (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern accordion.
- Please provide a written description of the changes that have been made to ensure that weekly fruit quantities at breakfast meet minimum amounts required by the meal pattern.*
- The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Menu Planning/ Meal Pattern section.
- The Using Appropriate Serving Utensils Recorded Webinar can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Operations section.
- The Using Appropriate Serving Utensils Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Operations section. Please note that repeated violations involving food quantities may result in fiscal action.
- 6 Food quantities served at breakfast during the review period did not meet minimum amounts required by the meal pattern. Specifically, 7.5 oz of grains was served December 8-12, 2025 when 8 oz is required weekly at breakfast for grades K-8. This was not a repeat finding from the previous cycle and therefore did not contribute 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 (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern accordion.
- Please provide a written description of the changes that have been made to ensure that weekly grain quantities at breakfast meet minimum amounts required by the meal pattern.*
- The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Menu Planning/ Meal Pattern section.
- The Using Appropriate Serving Utensils Recorded Webinar can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Operations section.

The Using Appropriate Serving Utensils Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Operations section. Please note that repeated violations involving food quantities may result in fiscal action.

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**Meal Access & Reimbursement: Meal Counting and Claiming**

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7	Daily edit checks 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.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational accordion.  The Step-by-Step Instruction: How to Complete Daily Edit Checks 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 Library accordion in the Counting & Claiming section.	<i>Please provide a completed daily edit check worksheet for the most recently submitted claim month. Additionally, please provide written assurance that the attendance factor reflected on the daily edit check worksheet will be updated annually.</i>
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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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8	Preschool students were not co-mingled with other grade groups, and the preschool meal pattern was not implemented.	Discussed preschool meal service requirements for preschoolers who are not co-mingled with other grade groups. Referred to <a href="#">SP 37-2017: Flexibility for Co-Mingled Preschool Meals: Questions and Answers</a> .  Additional resources for the updated preschool meal pattern can be found at <a href="https://www.azed.gov/hns/cacfp/programforms/">https://www.azed.gov/hns/cacfp/programforms/</a> in the Building a Menu section.	<i>Please provide a written description demonstrating how the preschool meal pattern will be implemented for preschoolers who are not co-mingled with other grade groups, including the date of implementation.</i>
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**Resource Management**

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*No Findings.*

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**General Program Compliance: Civil Rights**

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9	The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the parent letter, procedures for complaints, media release, and school menus did not contain the most current USDA nondiscrimination statement.	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 parent letter, procedures for complaints, media release, and school menus with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>
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<p>10 Sufficient documentation to support accommodations for special dietary needs that deviate from the meal pattern has not been maintained. Specifically, one Pre-K student was served water in place of milk during lunch based on a parent's written request to the teacher; however, the required special dietary form with supporting documentation was not completed. This contributed toward fiscal action calculations.</p>	<p>Discussed requirements for accommodating special diets and the need for sufficient documentation. Referred to Medical Statement for Students with Special Dietary Accommodations found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational accordion. Additionally, referred to Accommodating Children with Disabilities in the School Meal Program found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.</p>	<p><i>Please provide written procedures for maintaining documentation supporting accommodations for special diets and written assurance that sufficient documentation to support accommodations for special diets will be maintained. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete the Medical Statement for Students with Special Dietary Accommodations must be submitted.</i></p>
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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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<p>11 The Local Wellness Policy did not contain all required elements. Specifically, the Local Wellness Policy did not contain a description of public involvement and public updates.</p>	<p>Discussed that local wellness policies are required to include a description of public involvement and public updates. 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.</p>	<p><i>Please provide a written plan for how a description of public involvement and public updates will be added to the Local Wellness Policy. The plan should include draft language of the element to be added, who will be involved in updating the Local Wellness Policy and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</i></p>
<p>12 The public was not notified of the results of the most recent assessment of the implementation of the Local Wellness Policy.</p>	<p>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. 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>.</p>	<p><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></p>

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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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<p>13 The following products observed on-site were in violation of the Buy American Provision (i.e., were non-domestic) and documentation justifying a Buy American exception were not maintained on file: Cantaloupe Melon, Product of Guatemala.</p>	<p>Discussed that funds used from the nonprofit school food service account must be used to procure food products that comply with the Buy American Provision. Additionally discussed procedures for documenting a Buy American exception. Referred to SP 09-2025, Buy American Accommodation Process for School Year 2025-2026. Additional information on the requirements of this provision, including the Buy American Exemption Summary Tool, can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational accordion.</p>	<p><i>Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i></p>
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**General Program Compliance: Reporting and Recordkeeping**

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*No Findings.*

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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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<p>14 Production records do not support that the Afterschool Snack Program (ASP) meal pattern was met. Specifically, at least 80 percent of grains served at snack were not whole grain rich.</p>	<p>Discussed the meal pattern requirements of the ASP. The ASP meal pattern chart can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool">https://www.azed.gov/hns/afterschool</a> under the Meal Pattern accordion.</p>	<p><i>Please provide Afterschool Snack Program (ASP) production records for 5 consecutive days that demonstrate that the ASP meal pattern requirements have been met. Additionally, please provide written assurance that the ASP meal pattern will be adhered to at all times.</i></p>
<p>15 Production records do not support that the Afterschool Snack Program (ASP) meal pattern was met. Specifically, 5/8 cup of fruit was served on December 2, 2025 when a minimum of 3/4 cup of fruit or vegetable is required for snack.</p>	<p>Discussed the meal pattern requirements of the ASP. The ASP meal pattern chart can be found on ADE's website at <a href="https://www.azed.gov/hns/afterschool">https://www.azed.gov/hns/afterschool</a> under the Meal Pattern accordion.</p>	<p><i>Please provide Afterschool Snack Program (ASP) production records for 5 consecutive days that demonstrate that the ASP meal pattern requirements have been met. Additionally, please provide written assurance that the ASP meal pattern will be adhered to at all times.</i></p>

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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:

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Congratulations, Torah Day School of Phoenix has successfully completed the administrative review for the 2026 school year. It is recommended that training in Meal Components and Quantities are completed throughout the year. It is also recommended that internal compliance checks are conducted periodically in these critical areas to maintain program integrity. Thank you for your 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		
Program	Total Fiscal Action	Assessed or Disregarded
School Breakfast Program	\$61.20	Disregarded
National School Lunch Program	\$4.71	Disregarded

Please submit corrective action response by March 13, 2026 to Jackie Rodriguez at Jackie.Rodriguez@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  
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