



**ARIZONA DEPARTMENT OF  
EDUCATION**

**Health and Nutrition Services Division**

**Administrative Review Summary Report**

School Food Authority Name: Black Mothers Forum Inc

CTD: 07-61-13

Site: School to Purpose Academy

Contacts: Tiffany Dudley, Microschool Director

Review Date: April 29, 2026

Exit Conference Date: April 29, 2026

Review Period: March 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**

*Not applicable.*

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

*No findings.*

**Performance Standard 2: Meal Components & Quantities – Critical Area**

1	Food quantities served at lunch during the review period did not meet the minimum amounts required by the meal pattern. Specifically, only ¼ cup of dark green vegetables was served during the week of review, while the meal pattern requires ½ cup per week at lunch for both grades K–8 and grades 9–12. This finding was not a repeat from the previous administrative review cycle and therefore did not contribute to fiscal action.	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 Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion.	<i>Please provide a written description of the changes that have been made to ensure that weekly dark green quantities at lunch meet minimum amounts required by the meal patterns for grades K-8 and 9-12. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu, and the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i>
2	During the week of review, more than 2 oz eq of grain-based desserts were served at lunch. Specifically, 4 oz eq of grain-based desserts were served at lunch during week of the review for grades K-8.	Discussed that grain-based desserts must be limited to 2 oz eq per week. Referred to Meal pattern requirements for the National School Lunch Program, which can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Meal Pattern accordion.	<i>Please provide one week of K-8 lunch production records that demonstrate that no more than 2 oz eq of grain-based desserts were offered. Additionally, please provide written assurance that, moving forward, no more than 2 oz eq of grain-based desserts will be served at lunch in a week.</i>

**Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area**

*No findings.*

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**Meal Access & Reimbursement: Certification and Benefit Issuance**

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*No findings.*

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**Meal Access & Reimbursement: Verification**

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| 3 | The most recent Verification Summary Report was not accurate. Specifically, the Type of SFA was not selected on the report. | Discussed that Verification Summary Report must reflect actual verification process and accurate. Referred to the Online Training: Verification Review 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 Verification section.<br><br>Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals 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 in the USDA Manuals and Handbooks section. | <i>Please provide a written description of the changes that have been implemented to ensure that the Verification Summary Report will accurately reflect the verification practices and results that occurred.</i> |
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**Meal Access & Reimbursement: Meal Counting and Claiming**

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*No findings.*

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

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| 4 | Offer versus Serve (OVS) was not implemented properly. Specifically, OVS was not implemented for grades 9-12 at lunch. | Discussed that Offer versus Serve (OVS) is required at lunch for grades 9-12. Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. Reviewed menu and discussed options for a reimbursable meal under OVS. USDA's Offer Versus Serve Manual can be 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 in the USDA Manuals and Handbooks section.   | <i>Please provide a written description demonstrating how OVS will be implemented properly at lunch for grades 9-12. Additionally, please provide written assurance that moving forward, OVS will be implemented properly at lunch for grades 9-12.</i> |
| 5 | Cafeteria staff have not been properly trained on Offer versus Serve (OVS) meal service.                               | Discussed that schools are expected to conduct training for point of service and serving line staff so they can help students select the required food components/food items in the quantities needed for reimbursable lunches and breakfasts. Additionally discussed that this could be included in the annual training requirements for program staff. Referred to USDA's Offer Versus Serve Manual located 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 in the USDA Manuals and Handbooks section. | <i>Please provide a written description of how cafeteria staff will be trained on OVS. Additionally, the certificate of completion of Meal or No Meal must be submitted.</i>  |

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

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| 6 | Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast and lunch. | Discussed feasible options for signage and potential content as well as the plan for creating and posting near the point of service. Printable reimbursable meal signage 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 Menu Planning accordion in the Point of Service Sample Signage section. | <i>Please provide the signs that will be displayed to students that demonstrates what constitutes a reimbursable meal at breakfast and lunch. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i> |
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**Resource Management**

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*Not applicable.*

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**General Program Compliance: Civil Rights**

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| 7 | Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, the SFA is investigating the complaint and implementing corrective action internally. | Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., ADE, Food & Nutrition Services Southwest Regional Office, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> . The Step-by-Step Instruction: How to File a Civil Rights Complaint 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. | <i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements. Additionally, the certificate of completion of Step-by-Step Instruction: How to File a Civil Rights Complaint must be submitted.</i> |
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**General Program Compliance: SFA On-Site Monitoring**

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*Not applicable.*

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**General Program Compliance: Local Wellness Policy**

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*No findings.*

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**General Program Compliance: Competitive Food Services**

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*Not applicable.*

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**General Program Compliance: Professional Standards**

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| 8 | 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 <a href="https://theicn.org/icn-resources-a-z/food-safety/">https://theicn.org/icn-resources-a-z/food-safety/</a> . | <i>Please provide the expected date that food safety certification training will be completed by the School Nutrition Program Director.</i> |
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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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| 9  | The written food safety plan did not contain all required elements. Specifically, the plan lacked Standard Operating Procedures (SOPs) for monitoring food upon delivery, including required hot and cold holding temperature specifications and the use of temperature logs to document food temperatures at the time of delivery. | Discussed that required elements for the food safety plan include: written Standard Operating Procedures (SOPs), menu items grouped according to the Process Approach, identified Critical Control Points, and established Critical Limits. Referred to Prototype (Template) Hazard Analysis Critical Control Point (HACCP) Food Safety Plan located on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Food/Health Safety accordion. | <i>Please provide a copy of the updated food safety plan that includes Standard Operating Procedures (SOPs) for monitoring food upon delivery and the temperature logs that will be used to document receiving temperatures. The SOPs must specify required receiving temperatures as follows:</i> <ul style="list-style-type: none"><li>• Cold foods: 41°F (5°C) or below</li><li>• Hot foods: 135°F (57°C) or above</li></ul> <i>The SOPs must also identify the staff responsible for monitoring food deliveries and describe how food temperatures are verified at the time of delivery.</i> |
| 10 | Documentation was not maintained to support that the school requested two food safety inspections each year from the local health department.   | Discussed that each site operating must obtain two food safety inspections from the local health department per school year or maintain documentation to show that two food safety inspections were requested from the local health department each school year.   | <i>Please provide written assurance that two food safety inspections will be requested from the local health department each year and documentation of the request will be kept on file for 5 years.</i>   |

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**General Program Compliance: Reporting and Recordkeeping**

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| 11 | Reports are not submitted to the State agency as required. Specifically, the site application submitted in CNPWeb indicated that School to Purpose Academy served Pre-K at the site; however, the site does not have any Pre-K students enrolled. Also, the site application indicated BIC for meal service type at breakfast; however, the site is serving breakfast in the cafeteria. | Discussed steps required to update the site application in CNPWeb to reflect current practice of School to Purpose Academy including notifying the assigned specialist approving applications of the update. | <i>Please resubmit a site application for School to Purpose Academy in CNPWeb that accurately reflects the current grades served at the site, and the current meal service practice at breakfast. Additionally, please provide written assurance that the site application in CNPWeb will be updated to reflect current practices whenever site operations change.</i> |
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| 12 | Production records did not contain all required sections. Specifically, the breakfast and lunch production records did not include total meals served and leftovers. | Discussed required sections of production records. Production Record Templates 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 Menu Planning accordion. The Production Record Overview Recorded Webinar & Webinar Slides 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. | <i>Please provide copies of completed breakfast and lunch production records for five consecutive days. Additionally, provide the certificate of completion for the Production Record Overview.</i>   |
| 13 | Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: Garden Salad.                            | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Additionally discussed that crediting information is not a required element of a production record and therefore is not required to be included on the production record. Crediting resources 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 Menu Planning accordion.              | <i>Please provide a written description of changes made to ensure crediting is correctly reflected on production records. If the operation chooses not to include the optional crediting information on the production record moving forward, please provide production records for 5 consecutive days demonstrating that it is no longer included.</i> |

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**General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach**

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| 14 | Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year. | Discussed methods of notifying families of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year and determined which was most feasible. Summer feeding locations can be found at <a href="https://www.azhealthzone.org/">https://www.azhealthzone.org/</a> . | <i>Please provide a written description of how households will be notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year, including the documentation that will be used for the notification. Additionally, please provide written assurance that this will occur at the end of each school year.</i> |
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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 on the successful completion of the Administrative Review! Your dedication and collaboration during this process have been truly commendable. You are making a remarkable impact through your implementation of the National School Lunch Program, and it was a joy to visit your schools. Keep striving for excellence—your efforts are shaping a brighter future for our students! Recommend re-structuring meal service so that all vegetables are easily available for all students, even if they are getting their meal at the different serving stations.

To further strengthen program operations and support ongoing compliance, the following best-practice recommendations are encouraged:

Training on OVS requirements for high school students.

OVS requirements for grades 9–12 are being followed; all five components are offered daily.

Students may decline up to two components and are selecting at least ½ cup of fruit and/or vegetable.

Point of service staff correctly identify reimbursable meals.

OVS signage is posted and visible to students.

Staff demonstrate understanding of component vs. item requirements.

Continue reinforcing the ½ cup fruit/vegetable requirement at point of service.

Ongoing refresher training is encouraged to maintain consistency.

**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	\$0.00	Not Applicable

Please submit corrective action response by **June 12, 2026** to [amy.dixonbanire@azed.gov](mailto:amy.dixonbanire@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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“We are a service organization committed to raising academic outcomes and empowering parents.”

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