



**ARIZONA DEPARTMENT OF
EDUCATION**

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Greenway Academy

CTD: 07-61-08

Site: Greenway Academy

Contacts: Zeba Ahmed, Principal and Judy Srowjy, Admin

Review Date: February 24, 2026

Exit Conference Date: February 24, 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
Performance Standard 1: Certification and Benefit Issuance – Critical Area			
1	Student eligibility certification was incorrectly determined. Specifically, 3 students were certified as free and they should have been reduced based on income and 1 student was certified as free when they should have been paid based on income. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications section(s) 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. Step-by-Step Instruction: How to Process Household Applications 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>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student. Additionally, the certificate of completion of Step-by-Step Instruction: How to Process Household Applications must be submitted.</i>
2	The correct conversion factors were not used on applications with more than one income frequency provided. This resulted in incorrect eligibility determinations that contributed toward fiscal action calculations.	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>Corrections have been made to applications. 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. Additionally, the certificate of completion of Step-by-Step Instruction: How to Process Household Applications must be submitted.</i>

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| 3 In one instance, the eligibility determined was not transferred correctly to the benefit issuance document. Specifically, 1 student was certified free but was listed as reduced on the benefit issuance documentation. This contributed toward fiscal action calculations. | Discussed best practices for ensuring eligibility status is transferred to the benefit issuance document on a regular basis. The Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) 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>Corrections have been made to the benefit issuance document. Please provide a written description of the process that will be implemented to ensure that the benefit issuance document matches all current students and their eligibility status. Additionally, the certificate of completion of Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) must be submitted.</i> |
| 4 Student eligibility was determined utilizing incomplete information. Specifically, 3 household applications were processed with missing Social Security number information. | Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications sections 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. Step-by-Step Instruction: How to Process Household Applications found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion in the Certification and Benefits Issuance section. | <i>Corrections have been made to certification errors. Please describe the process that will be implemented to ensure the completeness of household applications. Additionally, the certificate of completion of Step-by-Step Instruction: How to Process Household Applications must be submitted.</i> |
| 5 Student eligibility was determined using contradictory information. Specifically, 1 application was approved with a household member total that did not match the household names listed on the application. | Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications sections 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. Step-by-Step Instruction: How to Process Household Applications found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion in the Certification and Benefits Issuance section. | <i>Corrections have been made to certification errors. Please describe the process that will be implemented to ensure the completeness of household applications. Additionally, the certificate of completion of Step-by-Step Instruction: How to Process Household Applications must be submitted.</i> |

Performance Standard 1: Meal Counting and Claiming – Critical Area

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| 6 Meal count totals paid were not correctly combined and recorded at 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 free and paid are correctly combined and recorded, including the date of implementation.</i> |
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| <p>7 Breakfast and lunch service observed on the day of review did not support that reimbursable meal counts are accurate. Specifically, meal counts are recorded based on staff member's memory of student's eligibility. This was deemed a systemic error and contributed towards fiscal action calculations. A full recalculation of breakfasts and lunches served for the months of August 2025 to March 2026 will be conducted at Greenway Academy.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Discussed acceptable point of service meal counting systems.</p> | <p><i>Changes to the procedures of meal counting and claiming have been made. A fiscal recalculation of breakfasts/lunches will be conducted using counts from 30 operating days utilizing new counting and claiming procedures. An updated report will be issued after the recalculation is complete.</i></p> |
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Performance Standard 2: Meal Components & Quantities – Critical Area

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| <p>8 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 7.5 oz eq grain were served on January 5-9, 2026 when 8 oz eq grain is required weekly at lunch for grades K-8. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p> | <p>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 http://www.azed.gov/hns/nslp under the Meal Pattern accordion.</p> <p>The Step-by-Step Instruction: How to Plan a Lunch 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.</p> <p>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.</p> <p>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.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that the weekly grain quantities at lunch meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i></p> |
| <p>9 Breakfast cereals provided to students during the review period exceeded the allowable added sugar limits. Specifically, honey nut cheerios served on January 5, 2026 contained 9 grams of added sugar per dry ounce when no more than 6 grams of added sugars per dry ounce is allowable.</p> | <p>Discussed that beginning July 1, 2025, breakfast cereals may have no more than 6 grams of added sugars per dry ounce. Referred to USDA's Added Sugars webpage at https://www.fns.usda.gov/cn/school-nutrition-standards-updates/added-sugars.</p> | <p><i>Please provide the Nutrition Facts label for the product that will replace honey nut cheerios. Additionally, please provide written assurance that all breakfast cereals provided to students will contain no more than 6 grams of added sugars per dry ounce.</i></p> |

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

No findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

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| <p>10 The household notification of denied benefits did not meet requirements. Specifically, it did not advise the household of the reason for denial of benefits and the ability to reapply for free and reduced-price benefits at any time during the school year.</p> | <p>Discussed that households that are denied benefits must receive prompt, written notification of their denial. The notification must advise the household of: reason for benefits; right to appeal; instructions on how to appeal; and ability to reapply for free and reduced-price benefits at any time during the school year. Referred to Section 3: Establishing Eligibility 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.</p> | <p><i>Please provide the updated template that will be used to notify households of denied benefits that contains all required sections.</i></p> |
| <p>11 The direct certification notification of eligibility did not contain all required information. Specifically, the letter did not clarify that free meal benefits extend to all school-aged children in the household.</p> | <p>Discussed content required to be included in direct certification notification letters. Referred to 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.</p> | <p><i>Please provide an updated copy of the direct certification notification letter which contains all required information.</i></p> |
| <p>12 Notification of eligibility status was not provided within 10 days of receiving applications. Specifically, SFA states it takes 2 weeks for households to be notified of student's eligibility.</p> | <p>Discussed that schools must process applications as they are received and promptly notify households of their eligibility status. Referred to Section 3: Establishing Eligibility 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.</p> | <p><i>Please provide a written timeline for processing applications and notifying households of determined eligibility status.</i></p> |
| <p>13 The point of service and benefit issuance document is not updated continuously as student's eligibility is determined or changed. Specifically, SFA is updating point of service and benefit issuance document on a monthly basis.</p> | <p>Discussed that the Benefit Issuance Document should be continuously updated as a student's eligibility is determined or changed and must be up to date and accurately reflect the correct eligibility category of each student in order for the meal count by category to be correct.</p> | <p><i>Please provide a written description of changes that have been implemented to ensure that the benefit issuance document is updated as student's eligibility is determined.</i></p> |
| <p>14 The benefit issuance document reflected inaccurate dates in which eligibility status changes were made. Specifically, the date the eligibility status changes were made was August 5, 2025 for all 56 students.</p> | <p>Discussed that the Benefit Issuance Document must be accurate and must match back to documentation.</p> | <p><i>Please provide a written description of changes that have been implemented to ensure that the benefit issuance document reflects accurate information.</i></p> |
| <p>15 Appropriate updates were not made to the point of service and benefit issuance document in regard to the 30-day carryover of prior eligibility. Specifically, SFA did not have procedures for updating eligibility statuses to paid after the 30-day carryover period had passed for students that did not submit current-year eligibility documentation.</p> | <p>Discussed that children from households with approved applications or documentation of direct certification on file from the preceding year, shall be offered reimbursable free and reduced-price meals for up to 30 operating days or until a new eligibility determination is made in the current school year, whichever comes first.</p> | <p><i>Please provide written procedures describing how eligibility status will be established and maintained during the first 30 operating days of each school year. Additionally, please provide written assurance that any student who has not submitted a current-year application and who is not found on a current-year direct certification list will be changed to paid status immediately following the end of the 30 operating-day carryover period.</i></p> |

16 The household application approval process is not being completed within ten operating days of receipt of the application. Specifically, SFA states it takes 2 weeks to process household applications.	Discussed that schools must process applications as they are received and promptly notify households of their eligibility status. Whenever possible, applications should be processed immediately, and must be processed within 10 operating days. Referred to Section 3: Establishing Eligibility 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.	<i>Please provide written procedures that will be implemented to ensure income applications are processed within ten operating days of receipt.</i>
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Meal Access & Reimbursement: Verification

17 Verification activities were not completed by November 15. Specifically, households were not notified of being selected for verification until January 15, 2026.	Discussed requirement for completion of verification activities by November 15, including the notification of verification results. Referred Online Training: Verification Review found at https://www.azed.gov/hns/nslp/training under Online Training accordion in the Verification section. Referred to Verification Best Practices Calendar found at https://www.azed.gov/hns/nslp/forms under the Calendars and Checklists accordion.	<i>Please provide written assurance that verification will be completed by November 15 each year, as well as the steps that will be taken to ensure this requirement is adhered to.</i>
18 An incorrect number of applications were selected for verification based on the sampling method used. Specifically, 2 applications should have been verified using the Standard sampling method, but 1 was actually verified during verification in School Year 2025-2026.	Discussed correct calculation of sample size and which applications are subject to verification. Referred to Verification Sample Size Calculators located in CNP Verification Reporting application on the ADE Connect website at https://www.azed.gov/hns/nslp/forms under the Sample Size Calculator section. Also, referred to Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/training under the Verification 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.	<i>Please provide written procedures for how the verification sample size will be determined in the future.</i>

19 Households selected for verification were not notified adequately. Specifically, the notification letter did not include a modified Use of Information Statement as follows: "The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals." Additionally, the notification letter for children receiving benefits based on categorical eligibility did not include an indication the household may provide proof that a child or any household member is receiving benefits under an Assistance Program or that a child is Other Source Categorically Eligible instead of providing income information. Additionally, the notification letter did not include a warning that information must be provided by a date specified by the LEA and that failure to do so will result in termination of benefits. Additionally, the notification letter did not include a notice that documentation of income or receipt of assistance may be provided from any point in time between the month prior to application and the time the household is required to provide income documentation. Lastly, the notification letter did not include the name of a determining official who can answer questions and provide assistance.

Discussed that the household notification letter must include a modified Use of Information Statement (The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals.). Discussed that the household notification letter must include a notice that documentation of income or receipt of assistance may be provided from any point in time between the month prior to application and the time the household is required to provide income documentation. Discussed that the household notification letter must include a warning that information must be provided by a date specified by the LEA and that failure to do so will result in termination of benefits. Discussed that the household notification letter must include an indication the household may provide proof that a child or any household member is receiving benefits under an Assistance Programs or that a child is Other Source Categorically Eligible instead of providing income information. Discussed that the household notification letter must include a notice that documentation of income or receipt of assistance may be provided from any point in time between the month prior to application and the time the household is required to provide income documentation. Discussed that the household notification letter must include the name of a determining official who can answer questions and provide assistance and that the household must be able to contact a LEA or school official who can either assist them directly or who can refer the caller to a specific person for help. Additionally, discussed that if the household is unable to obtain assistance during their initial call, that the LEA or school official must attempt to initiate further assistance. Referred to Notification of Verification Letter found on ADE's website 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.

Please provide a copy of the updated notification letter that includes all required elements.

20 The person designated as the verification confirming official is the same person who has been designated as hearing official.	Discussed that the hearing official can not be involved in eligibility determinations. The Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion in the Verification section.	<i>Please provide the name and title of the individual designated as the confirming official. Additionally, please provide written assurance that the person designated as the confirming official will not be the same person as the hearing official.</i>
	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

21 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 https://www.azed.gov/hns/nslp/forms under the Operational accordion. 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.	<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

No findings.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

22 Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast and lunch. Specifically, signage posted was specific to serve only operations when the site operates offer versus serve.	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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion in the Point of Service Sample Signage section.	<i>Offer versus serve meal signage was posted during on-site visit. No further action is required.</i>
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Resource Management

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| <p>23 Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meal. Specifically, SFA is charging \$3.50 for breakfast and the minimum price of \$4.21 should be charged. SFA is charging \$5.50 for lunch and minimum price of \$6.36 should be charged.</p> | <p>Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. For Pricing Sites: the paid meal price plus the amount of reimbursement received for a paid meal plus the per meal value of entitlement and bonus commodities for pricing programs. Referred to Adult Meal Pricing Tool located on ADE's website at https://www.azed.gov/hns/nslp/forms/ under the Financial accordion.</p> | <p><i>Please provide a written description of the steps which have been taken to increase adult meal prices, including the exact formula used to price adult meals. Additionally, please provide documentation demonstrating the prices have been increased to the appropriate level and documentation supporting that \$12.90 of non-Federal funds were used to cover the price of serving adult meals served during the review period.</i></p> |
| <p>24 Unallowable costs were paid for by the nonprofit school food service account. Specifically, \$27,792.35 was paid to a caterer without a State agency approved catering contract using program funds.</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 a written description of changes that have been made to ensure that all expenses of the nonprofit school food service account will be limited to those costs which are necessary, reasonable, and allocable; and also that these costs are in accordance with 2 CFR 200 Subpart E Cost Principles. Additionally, please provide written assurance that payments will not be made to a caterer without a contract approved by the State agency.</i></p> |

General Program Compliance: Civil Rights

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| <p>25 The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the notification of benefits letter, letter of denied benefits, and notification of verification did not contain the most current USDA nondiscrimination statement.</p> | <p>Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate.</p> | <p><i>Please provide an updated notification of benefits letter, letter of denied benefits, and notification of verification with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i></p> |
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- 26 Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, SFA did not indicate an outside source where civil rights complaints are sent to.
- 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 <https://www.azed.gov/hns/civilrights>. The Step-by-Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Training Library accordion.
- 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.*
- 27 Program staff have not been trained on civil rights topics.
- Discussed that program staff must complete annual civil rights training that includes the following topics: collection and use of data; effective public notification systems; complaint procedures; compliance review techniques; resolution of noncompliance; requirements for reasonable accommodation of persons with disabilities; requirements for language assistance; conflict resolution; and customer service. Additionally discussed that documentation of annual training must be maintained for a minimum of five years. Online Course: Civil Rights Compliance for Child Nutrition Operators can be found on ADE's website at <https://www.azed.gov/hns/civilrights>.
- Please provide documentation to support that all program staff have completed appropriate civil rights training. Additionally, please provide written assurance that all food service staff will be trained at hire and as needed on civil rights compliance in Child Nutrition Programs on an annual basis.*
- 28 The "And Justice for All" poster was not displayed in a prominent location and was not visible to all program participants.
- Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at <https://www.azed.gov/hns/civilrights>. Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification.
- "And Justice for All" poster was posted during on-site visit. No further corrective action is needed.*

29 The public media release was not provided to local media, the unemployment office, and/or and local employers considering large layoffs.	Discussed requirements and timeframe for public media release, and best options locally for submitting the release to prior to the start of the school year. The Public Media Release template can be found on ADE's website at https://www.azed.gov/hns/nslp/forms/ under the Organizational accordion.	<i>Please provide written procedures that will be followed each year for distributing the public media release, including who will be responsible for ensuring it is sent to the appropriate local media and what local media it will be sent to.</i>
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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

30 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>
31 The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. 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. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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 expected date that the training requirement will be met as well as the name, date and content information of trainings that the School Nutrition Program Director is registered for. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i>
32 The School Nutrition Program Manager did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed to complete the annual training requirements.	Discussed 10 hour training requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at https://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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 expected date that the training requirement will be met as well as the name, date and content information of trainings that the School Nutrition Program Manager is registered for. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i>

33 Professional Standards training hours are not being tracked on an annual basis.	Referred to USDA's Professional Standards Training Tracker Tool and to ADE's Training Tracking forms found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Professional Standards accordion. Additionally discussed ability to create a custom training tracker with all required elements. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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 tracker that will be used to track Professional Standards training hours on an annual basis for all School Nutrition Program staff. Additionally, please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff on an annual basis. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i>
34 The School Nutrition Programs director 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. 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

35 A written food safety plan has not been developed.	Discussed required components of a food safety plan and resources available on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety accordion.	<i>Please provide a copy of a written food safety plan.</i>
36 Documentation was not maintained to support that the school received two food safety inspections from the local health department each school year, or 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 documentation to support that two food safety inspections were received during the school year or documentation to support that two food safety inspections were requested from the local health department each school year will be maintained. Additionally, 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>

<p>37 Temperature logs for food storage areas are not being maintained for a minimum of 6 months. Specifically, temperature logs for reach-in refrigerator were not maintained for a minimum of 6 months at Greenway Academy.</p>	<p>Discussed requirements for maintaining food storage area temperature logs, sample templates, and who would be responsible. Temperature logs for food storage areas must be maintained for 6 months. Monitoring forms can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety accordion. Additionally, discussed 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>Please provide a copy of the temperature log that will be used for reach-in refrigerator. Additionally, please provide written assurance that logs will be kept daily and maintained on file for 6 months.</i></p>
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General Program Compliance: Reporting and Recordkeeping

<p>38 Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: Cinnamon Roll served on January 6, 2026 and January 8, 2026 during breakfast.</p>	<p>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 https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.</p>	<p><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></p>
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<p>39 Reports are not submitted to the State agency as required. Specifically, the submitted site application in CNPWeb indicated that Greenway Academy is a satellite kitchen when the site is receiving vended meals for Proper Eats. Additionally, the submitted site application in CNPWeb indicated that Greenway Academy is charging \$2.50 for breakfast and \$4.50 for lunch when the site is actually charging \$3.50 for breakfast and \$5.50 for lunch.</p>	<p>Discussed steps required to update the site application in CNPWeb to reflect current practices for meal service type and paid lunch prices, including notifying the assigned specialist approving applications of the update.</p>	<p><i>Please resubmit a site application for Greenway Academy in CNPWeb indicating the current practices for meal service type and paid lunch prices. Additionally, please provide written assurance that the site application in CNPWeb will be updated to accurately reflect current practices whenever site operations change.</i></p>
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<p>40 Reports are not submitted to the State agency as required. Specifically, the submitted sponsor application in CNPWeb indicated that SFA is using the notification letter provided by ADE when SFA is using a custom notification letter.</p>	<p>Discussed steps required to update the sponsor application in CNPWeb to reflect current practice of SFA is using a custom notification letter, including notifying the assigned specialist approving applications of the update.</p>	<p><i>Please resubmit a sponsor application in CNPWeb indicating the current practice of SFA is using a custom notification letter, or if intending to utilize ADE notification letter moving forward please provide a copy of the letter. Additionally, please provide written assurance that the sponsor application in CNPWeb will be updated to accurately reflect current practices whenever program operations change.</i></p>
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<p>41 Reports are not submitted to the State agency as required. Specifically, the Food Service Annual Financial Report was not submitted to ADE.</p>	<p>Discussed reporting requirements for Food Service Annual Financial Report and who would be responsible for submitting by October 1st each year.</p>	<p><i>Please provide steps that will be taken to ensure that the Food Service Annual Financial Report will be submitted to ADE by October 1st each year, including the title of the individual responsible for submitting it.</i></p>
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General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach

42 Outreach to families regarding the availability of the School Breakfast Program (SBP) was not conducted at the beginning of the school year.	Discussed methods of notifying families of the availability of the School Breakfast Program (SBP) at the start of the school year. Additionally, discussed SBP outreach should include: serving times, locations where breakfast is available, and SBP costs.	<i>Please provide a written description of how households will be notified of the availability of the School Breakfast Program at the beginning 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 beginning of each school year.</i>
43 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 https://www.azhealthzone.org/ .	<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>

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! Greenway Academy has completed the Administrative Review for the 2025-2026 program year. Thank you for your hospitality throughout the review process. It is recommended that the critical areas of the program are monitored internally to ensure ongoing compliance.

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	\$123.32	Disregarded
National School Lunch Program	\$3,071.66	Assessed

Please submit corrective action response by **April 17, 2026** to Samantha Herzog at Samantha.Herzog@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

 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
 “We are a service organization committed to raising academic outcomes and empowering parents.”

USDA is an equal opportunity provider, employer, and lender.