



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Arizona Community Development Corporation
CTD: 10-87-09
Site: La Paloma Academy

Contacts: Jackie Trujillo Watins, Superintendent and Amanda Herd, Food Service Director

Review Date: April 23, 2026

Exit Conference Date: April 23, 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 |
|-----|--------------------------------|-------------------------------|----------------------------|
|-----|--------------------------------|-------------------------------|----------------------------|

Performance Standard 1: Certification and Benefit Issuance – Critical Area

No findings.

Performance Standard 1: Meal Counting and Claiming – Critical Area

No findings.

Performance Standard 2: Meal Components & Quantities – Critical Area

No findings.

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

No findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting and Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings.

Resource Management

- | | | | |
|---|---|---|---|
| 1 | The SFA did not correctly calculate its nonprogram food ratio and its food cost ratio. Specifically, cost for reimbursable meal food cost of nonprogram food, total nonprogram food revenue, and total revenue were incorrectly calculated and inputted into the Nonprogram Food Revenue Tool. | Discussed that assessing compliance with revenue from nonprogram foods requirements ensures that revenues from the sales of nonprogram foods generate at least the same proportion of SFA revenues as they contribute to SFA food costs. Referred to Nonprogram Food Revenue Tool & Calculator located on ADE's website at https://www.azed.gov/hns/nsfp/forms/ under the Financial accordion. | <i>Please complete and submit a revised USDA Nonprogram Food Revenue Tool or 5-Day Reference Period to support compliance with revenue from nonprogram food requirements.</i> |
| 2 | After assessing compliance with revenue from nonprogram foods, the SFA did not take additional steps to sufficiently increase its nonprogram food prices, add sufficient non-Federal funds to its nonprofit school food service account, or other actions to adequately resolve the problem when its revenue ratio was less than its food cost ratio. | Discussed that assessing compliance with revenue from nonprogram foods requirements ensures that revenues from the sales of nonprogram foods generate at least the same proportion of SFA revenues as they contribute to SFA food costs. Referred to Nonprogram Food Revenue Tool & Calculator located on ADE's website at https://www.azed.gov/hns/nsfp/forms/ under the Financial accordion. | <i>Please provide documentation to support that nonprogram food prices have been increased to an appropriate level, sufficient non-Federal funds have been added to the nonprofit school food service account, and/or other actions to adequately resolve the problem were taken.</i> |

General Program Compliance: Civil Rights

No findings.

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

No findings.

General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

No findings.

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

- | | | | |
|---|---|---|---|
| 3 | The most recent food safety inspection report was not posted in a prominent location visible to all program participants. | Discussed making copies of most recent report and feasible places for posting, such as the main dining area, meal service line, school bulletin board, or front office. | <i>The most recent food safety inspection report was posted during the on-site visit. No further corrective action is required.</i> |
|---|---|---|---|

General Program Compliance: Reporting and Recordkeeping

No findings.

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

No findings.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2026 if applicable.

Other Federal Program Reviews: Fresh Fruit and Vegetable Program

No findings.

Other Federal Program Reviews: Special Milk Program

No findings.

Other Federal Program Reviews: At-Risk Afterschool Meals

No findings.

Comments/Recommendations:

Congratulations! Arizona Community Development Corporation has completed the administrative review for the 2025-2026 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. Your team works marvelously together in order to do an outstanding job implementing the National School Lunch Program, School Breakfast Program, and At-Risk Afterschool Meals. Your dedication to program compliance is evident and your collaboration with the State agency is appreciated.

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 2, 2026 to Kariann Sadlon at Kariann.Sadlon@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 _____

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

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