



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Arizona Cultural Academy
CTD: 07-20-06
Site: Arizona Cultural Academy

Contacts: Julia Hammond, Superintendent & Helen Yan, NSLP 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
Performance Standard 1: Certification and Benefit Issuance – Critical Area			
	<i>No Findings</i>		
Performance Standard 1: Meal Counting and Claiming – Critical Area			
	<i>No Findings</i>		
Performance Standard 2: Meal Components & Quantities – Critical Area			
1	Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1.5 oz eq grain was served on March 3 & 5, 2026 and 1.0 oz eq grain was served on March 4, 2026 for grades 9-12 when 2.0 oz eq grain is required daily for grades 9-12. This was deemed a systemic error. 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 Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. 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. 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.	<i>Please provide a written description of the changes that have been made to ensure that the daily grain quantities at lunch meet minimum amounts required by the meal pattern for grades 9-12. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i>

1	Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1.5 oz eq grain was served on March 3 & 5, 2026 and 1.0 oz eq grain was served on March 4, 2026 for grades 9-12 when 2.0 oz eq grain is required daily for grades 9-12. This was deemed a systemic error. 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 Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. 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. 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.	<i>Please provide a written description of the changes that have been made to ensure that the daily grain quantities at lunch meet minimum amounts required by the meal pattern for grades 9-12. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i>
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| <p>2 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 8.0 oz eq of grain was served the week of March 2-6, 2026, to grades 9-12 when a total of 10.0 oz eq grain is required weekly at lunch for grades 9-12. 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 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 for grades 9-12.</i></p> |
| <p>3 Food quantities observed at lunch on the day of review did not meet minimum amounts required by the meal pattern. Specifically, 1/2 cup fruit was served when 1 cup of fruit is required daily at lunch for grades 9-12. 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 Webinar and 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 daily fruit quantities at lunch meet minimum amounts required by the meal pattern for grades 9-12.</i></p> |

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| 4 | <p>The benefit issuance document is not being updated in a timely manner to reflect direct certification updates. Specifically, 1 student matched as Medicaid Free in direct certification on February 24, 2026; however, the benefit issuance document reflected the student as Reduced.</p> | <p>Discussed potential changes that can be made to system to ensure that updates are made in a timely manner. Referred to Step-by-Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification 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.</p> <p>Discussed that the hearing official must be an individual who was not involved in determining the eligibility under appeal. Additionally discussed appropriate school officials who could be designated. Referred to Hearing Procedure section 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 written procedures for updating the benefit issuance document to reflect direct certification results in a timely manner.</i></p> |
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Meal Access & Reimbursement: Verification

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| 5 | <p>Verification procedures were not followed correctly. Specifically, the confirming official for verification was the same individual as the hearing official.</p> | <p>Discussed that the hearing official must be an individual who was not involved in determining eligibility. Referred to Hearing Procedure section 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>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.</p> | <p><i>Please provide the name and title of the individual who will be designated as confirming official for verification moving forward. Additionally, please provide written assurance that the hearing official will not be involved in determining student eligibility.</i></p> |
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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

No Findings

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

No Findings

General Program Compliance: Reporting and Recordkeeping

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| 6 | Production records did not contain all required sections. Specifically, the lunch production records were missing portion sizes for the Gyro and Pita Bread served on March 2, 2026, and the Honeydew and String Cheese served on March 5, 2026. | Discussed required sections of production records. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide copies of completed lunch production records for 5 consecutive days. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
| 7 | Lunch production records provided do not indicate different portion sizes for different grade groupings. Specifically, lunch production records do not indicate different portion sizes for grades 9-12. | Discussed using Production Record for Multiple Grade Groupings found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide copies of completed lunch Production Record for Multiple Grade Groupings for 5 consecutive days.</i> |

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

Not Applicable

Other Federal Program Reviews: Special Milk Program

Not Applicable

Other Federal Program Reviews: At-Risk Afterschool Meals

Not Applicable

Comments/Recommendations:

Congratulations! Arizona Cultural Academy has completed the administrative review for the 2025-26 school year. Thank you for your hospitality and organization during the review process. It is evident that you are working hard to ensure your students are fed healthy meals in a welcoming environment.

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 July 6, 2026 to Keith Daly, keith.daly@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
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