



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Ball Charter Schools (Dobson)

CTD: 07-89-88

Site: Dobson Academy, The – A Ball Charter School

Contacts: Jamie Bradley, Principal and Adrienne Rivera, Nutrition Coordinator

Review Date: March 12, 2024

Review Period: February 2024

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

No findings.

Performance Standard 1: Meal Counting and Claiming – Critical Area

No findings.

Performance Standard 2: Meal Components & Quantities – Critical Area

1 On the day of review, it was observed that 9 breakfasts counted for reimbursement did not contain all of the required meal components on the day of review. Specifically, 9 breakfasts were observed without at least 1/2 cup fruit. 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 & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nsip/training under the Online Training Library accordion.	<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>
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| <p>2 Fluid milk was not available in at least two varieties at breakfast on the day of review. This was not a repeat finding from previous cycle and therefore did not contribute toward fiscal action calculations.</p> | <p>Discussed milk variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored, 1% unflavored, and 1% flavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>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.</i></p> |
| <p>3 The following vegetable subgroup was not offered during the review period: Beans/Peas (Legumes). This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p> | <p>Discussed vegetable subgroup requirements for the age/grade groups served. vegetable Subgroup Quick Guide can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning 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. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i></p> |
| <p>4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly grain quantities at lunch were insufficient. 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., increasing grain offerings, updating 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. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that 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.</i></p> |

<p>5 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily fruit quantities were insufficient at breakfast on February 9, 2024. 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., increasing fruit offerings, listing all fruits offered on production record, 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. 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. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p>	<p><i>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.</i></p>
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Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

No findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

<p>6 The benefit issuance document did not accurately reflect method of certification. Specifically, the agency by which eligibility was derived was not accurate for 1 student.</p>	<p>Discussed that eligibility certification, including method of certification, must be properly transferred to the benefit issuance document.</p>	<p><i>Corrections have been made to the benefit issuance document. Please provide written procedures that will be implemented to ensure that the benefit issuance document reflects the method of certification indicated on the direct certification reports.</i></p>
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Meal Access & Reimbursement: Verification

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| <p>7 The confirmation review was not conducted appropriately. Specifically, the confirmation review was conducted after verification activities were completed (November 17, 2023) rather than after application selection.</p> | <p>Discussed requirement for having a designated official confirm the eligibility of an application selected for verification. Referred to The Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nsfp/training under the Online Training Library accordion. Referred to Verification Tracking Form found on ADE's website at http://www.azed.gov/hns/nsfp/forms under the Eligibility Documents for School Meal Benefits accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nsfp under the Guidance Manuals accordion.</p> | <p><i>Please provide written procedures for how the confirmation review will be conducted and written a assurance that all applications selected for verification will undergo a confirmation review prior to contacting households.</i></p> |
| <p>8 Verification procedures were not followed correctly. Specifically, direct verification was run on the entire enrollment.</p> | <p>Discussed proper verification procedures and referred to Verification Tracking Form and Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nsfp/training under the Online Training Library accordion. 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/nsfp under the Guidance Manuals accordion.</p> | <p><i>Please provide a written description of changes that have been implemented to ensure that direct verification will be conducted according to the required procedure. Additionally, the certificate of completion of Online Training: Verification Review must be submitted.</i></p> |
| <p>9 One application (two students) was verified incorrectly. Specifically, the application was verified as Reduced changed to Free when the income documentation provided supports reduced-qualifying income is received by the household. This contributed toward fiscal action calculations.</p> | <p>Discussed proper verification procedures and how to verify the income. Referred to Online Training: Verification Review ADE's website at https://www.azed.gov/hns/nsfp/training under the Online Training Library accordion. 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/nsfp under the Guidance Manuals accordion.</p> | <p><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.</i></p> |
| <p>10 Verification activities were not completed by November 15. Specifically, the confirmation review was conducted after November 15 and the letter of adverse action was sent after November 15.</p> | <p>Discussed requirement for completion of verification activities by November 15, as well as specifics on what those activities are. Referred to Verification Best Practices Calendar and Online Training: Verification Review found at https://www.azed.gov/hns/nsfp/forms under the Calendars and Checklists accordion.</p> | <p><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></p> |

11 The most recent Verification Summary Report was not accurate. Specifically, the report stated verification was completed by November 15 when verification was not completed until November 17.	Discussed that Verification Summary Report must reflect actual verification process and results, discussed specific discrepancies. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.	<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

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

12 Offer versus Serve (OVS) was not implemented properly. Specifically, staff was not ensuring at least 1/2 cup fruit was taken at breakfast on the day of review.	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, Effective beginning School Year 2015-2016 can be found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.	<i>Please provide a written description demonstrating how OVS will be implemented properly. Additionally, please provide written assurance that moving forward, OVS will be implemented properly.</i>
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Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings.

Resource Management

13 Although no adult meals have been sold this program year, the site's adult meal prices 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, adult meal prices were set at \$2.45 for breakfast and \$3.85 for lunch when the Adult Meal Pricing Tool indicated they should be at least \$2.48 for breakfast and \$4.40 for lunch.	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 SY 22-23 on ADE's website at https://www.azed.gov/hns/nslp/forms/ under the Financial accordion.	<i>Please provide a written description of the steps which have been taken to increase adult meal prices and resolve the discrepancy, including the exact formula used to price adult meals and supporting documentation which reflects that prices have been increased to the appropriate level OR please provide a written school policy indicating that adult meals will not be provided by food service.</i>
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<p>14 Supply Chain Assistance (SCA) funds were not used appropriately. Specifically, \$16,728.15 of SCA funds were provided as a lump sum to the caterer in addition to the per-meal price paid for meals containing unprocessed or minimally processed domestic food products.</p>	<p>Discussed that SFAs may use SCA funds toward the payment of invoices associated with their contract and must request and maintain documentation for minimally processed domestic foods used in the the program meals purchased by the SFA or vendor. Contracts may contain language permitting the SFA and vendor to examine and renegotiate payment terms as long as scope and contract modification do not create a material change. Any methods, frequency and basis for fee adjustment upon renewal must be addressed in the original solicitation and contract. The basis must be specified on a standard index, such as the Consumer Price Index.</p>	<p><i>Please provide documentation demonstrating that the \$16,728.15 of SCA funds is returned to the nonprofit school food service account or provide a written description of the changes made to the procurement process that includes the review of invoices from the vendor to ensure payments do not exceed the agreed upon amounts set forth by the fixed-price contract, including the individual responsible.</i></p>
<p>15 Documentation was not provided to support the usage of Supply Chain Assistance funds.</p>	<p>Discussed that the attestation statement signed by the SFA detailed that the SFA will use Supply Chain Assistance (SCA) funds only for purchasing unprocessed or minimally processed domestic food products and that SFAs are required to maintain purchasing and other related records for review and audit purposes. Referred to SP 03-2022: Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs located on ADE's website at https://www.azed.gov/hns/memos.</p>	<p><i>Please provide documentation demonstrating how the \$42,520.93 of Supply Chain Assistance funds were spent, including documentation showing purchases made using the funds OR please provide a written plan for how the \$42,520.93 of Supply Chain Assistance funds will be spent, including the method of tracking the use of funds.</i></p>

Procurement

<p>16 The SFA did not provide written codes of conduct for procurement within the program.</p>	<p>Discussed that non-Federal entities must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.</p>	<p><i>SFA adopted ADE's template for the Code of Conduct during the review process. Please provide written assurance that the written Code of Conduct will be implemented and kept on file.</i></p>
<p>17 The SFA did not provide documented procurement procedures.</p>	<p>Discussed that non-Federal entities must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of the Code of Federal Regulations for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in 2 CFR 200.317 through 2 CFR 200.327.</p>	<p><i>SFA adopted ADE's template for Procurement Procedures during the review process. Please provide written assurance that the written Procurement Procedures will be implemented and kept on file.</i></p>

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| 18 | The SFA did not maintain oversight to ensure that contractors performed in accordance with the terms, conditions, and specifications of their contracts or purchase orders prior to approving invoices for payment for the following small purchases: Costco and Proper Eats. Specifically, no description of oversight was provided by the SFA. | Discussed that non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. | <i>Please provide a written description of the processes implemented to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders prior to approving payments.</i> |
| 19 | The SFA did not maintain oversight to ensure that food purchases complied with the Buy American provision for the following small purchases: Proper Eats. Specifically, non-domestic items provided by the vendor did not have proper Buy American Provision exception documentation maintained by the SFA. | Discussed that the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Domestic preferences for procurements must be included in all subawards including all contracts and purchase orders for work or products. | <i>Please provide a written description of the processes implemented to ensure sufficient oversight with Buy American compliance when making small purchases.</i> |

General Program Compliance: Civil Rights

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| 20 | The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the nondiscrimination statement was not present on the February menu. | 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. | <i>Please provide an updated program material (menu) 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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General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

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| 21 | The public is not being notified of the existence and contents of the Local Wellness Policy (LWP). | Discussed feasible means of notifying the public about the LWP. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nspl/training under the Online Training accordion. | <i>Please provide a written description of how the public will be notified of the existence and contents of the LWP.</i> |
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22	<p>A recent assessment of the implementation of the Local Wellness Policy (LWP) has not been conducted nor have plans been developed to complete the assessment.</p>	<p>Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with their LWP, how the LEA's LWP compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. Additionally, discussed feasible means for notifying the public of the results of the most recent assessment. Sample evaluation tools can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful Webinar can be found on ADE's website at https://www.azed.gov/hns/nsfp/training under the Online Training accordion.</p>	<p><i>Please provide a written plan for conducting an assessment of the implementation of the LWP. This plan must include who will be designated as the oversight official, who will be invited to participate in the assessment process, and the date by which the assessment is expected to be completed.</i></p>
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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

23	<p>Temperature logs for food storage areas are not being maintained. Specifically, temperature logs for dry storage were not maintained.</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/nsfp/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 dry food storage areas as well as written assurance that logs will be kept daily and maintained on-file for 6 months.</i></p>
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| 24 | Temperatures are not consistently taken by using thermometers located inside of storage areas. | Discussed taking temperatures from inside of the storage areas for a more accurate reading. Referred to Arizona's School Food Safety Guidance 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/ . | <i>Please provide written assurance that storage area temperatures will be taken utilizing thermometers located inside of storage areas, not outside of storage areas.</i> |
| 25 | The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools and at off-site storage facilities: SunCup Fruit Punch (concentrate from USA, Argentina, Brazil, China, Chile, Costa Rica, Mexico, Spain, and/or New Zealand) and Fruit Cocktail (Product of China). Additionally, documentation justifying a Buy American exception was not maintained on file. | Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the nonprofit school food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. Buy American Recorded Webinar and FAQ can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <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> |

General Program Compliance: Reporting and Recordkeeping

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| 26 | Separate production records are not being kept to support meal pattern requirements. Specifically, lunch served to preschool students was not documented on a separate production record. | Discussed using separate production records for preschool lunches or using ADE's 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 records showing both preschool and K-8 lunch offerings for 5 consecutive days. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
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General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach

No findings.

Other Federal Program Reviews: Afterschool Snack Program

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| 27 Adequate point of service snack counts are not being maintained. Specifically, point of service snack counts did not accurately reflect snacks served and counts were not consolidated accurately. This resulted in fiscal action calculations. | Discussed that point of service snack counts must demonstrate when a reimbursable snack has been served to a student and the type of counting system that would be appropriate based on snack reimbursement eligibility. | <i>Please provide a written description of the system that will be implemented to ensure snack counts reflect the number of snacks served and internal controls that will be implemented to ensure counts are correctly consolidated. Additionally, please provide the form that will be used to document snack counts.</i> |
| 28 Production records do not support that the Afterschool Snack Program (ASP) meal pattern was met on the following dates: February 9, 2024. Specifically, a non-creditable food (Lay's Potato Chips) was served as a component. This resulted in fiscal action calculations. | Discussed the meal pattern requirements of the ASP. The ASP meal pattern chart can be found on ADE's website at https://www.azed.gov/hns/afterschool under the Meal Pattern accordion. | <i>Please provide 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> |
| 29 Snacks are not properly prepared, held, served and stored within the proper food safety practices. Specifically, thermometers were not located within areas used for storage of snack items. | Discussed specific violations and feasible solutions. Referred to Arizona's School Food Safety Guidance found on ADE's website at https://www.azed.gov/hns/nsfp/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/ . | <i>Please provide photos showing that thermometers are located in areas used to store afterschool snacks.</i> |

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2024 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, Ball Charter Schools (Dobson) has successfully completed the administrative review for the 2023-2024 school year. It is recommended that trainings in meal pattern, verification, and procurement are completed throughout the year. It is also recommended that departments within the LEA that are involved in the operation and/or administration of the school meal programs conduct internal compliance checks 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 Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$17.52
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$44.46

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by June 12, 2024 to Jackie Rodriguez at Jackie.Rodriguez@azed.gov.

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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