



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Success School

CTD: 07-89-24

Site: Arizona Charter Academy

Contacts: Melissa Holdaway, COO and Gloria Ramos, Director of Operations

Review Date: December 17, 2024

Exit Conference Date: December 17, 2024

Review Period: November 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
-----	--------------------------------	-------------------------------	----------------------------

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

1	The sponsor application in CNPWeb indicated that SFA is using the notification letter provided by ADE when the SFA is using a custom notification letter.	Discussed steps required to update the sponsor application in CNPWeb to reflect current practice of utilizing a custom notification letter.	<i>Please resubmit a sponsor application indicating that a custom notification letter is being used. Additionally, please provide written assurance that the Sponsor Application in ADE's CNPWeb will accurately reflect current practices.</i>
---	---	---	---

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

No findings.

General Program Compliance: Civil Rights

- | | | | |
|---|--|--|---|
| 2 | The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the school breakfast outreach material did not contain the most current USDA nondiscrimination statement. | 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 school breakfast outreach material with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
|---|--|--|---|

General Program Compliance: SFA On-Site Monitoring

No applicable.

General Program Compliance: Local Wellness Policy

- | | | | |
|---|--|---|--|
| 3 | The Local Wellness Policy did not contain all required elements. Specifically, the Local Wellness Policy did not contain specific goals for other school-based activities that promote student wellness. | Discussed developing a Local Wellness Policy with goals for other school-based activities. Discussed other school-based activity ideas which included the HealthierUS School Challenge, offering staff wellness training to inspire them to serve as role models, sponsoring health fairs and incorporating school gardens and/or the Farm to School Program. 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/nslp/training under the Online Training accordion. | <i>Please provide a written plan for how specific goals for other school-based activities that promote student wellness will be added to the Local Wellness Policy. The plan should include draft language of the element to be added, who will be involved in updating the Local Wellness Policy, and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</i> |
|---|--|---|--|

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

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 2025 if applicable.

Other Federal Program Reviews: Fresh Fruit and Vegetable Program

No applicable.

Other Federal Program Reviews: Special Milk Program

Not applicable

Other Federal Program Reviews: At-Risk Afterschool Meals

No findings.

Comments/Recommendations:

Congratulations! Success School has completed the Administrative Review in the 2024-2025 School Year. Thank you for all of your hard work and organization throughout the administrative review process. It was a pleasure meeting you all, and thank you for working so diligently to assure that your students are receiving nutritious meals. Please let me know if you have any questions, and thank you for your hospitality during this 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?

- No- SBP Yes- SBP \$0
 No- NSLP Yes- NSLP \$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **February 14, 2025** to Amy Dixon Banire at amy.dixonbanire@azed.gov. The response must be on organizational letterhead and signed by an authorized representative and must indicate that corrective actions will be implemented SFA-wide.

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

This institution is an equal opportunity provider.