



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: CITY Center for Collaborative Learning  
CTD: 10-87-20  
Site: Paulo Freire Freedom School - University

Contacts: Chad Blair, Executive Director  
Shandria Campbell, Student Information Systems Manager

Review Date: January 30, 2025

Exit Conference Date: January 30, 2025

Review Period: December 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**

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.

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**Meal Pattern & Nutritional Quality: Meal Components and Quantities**

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No Findings.

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**Resource Management**

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No Findings.

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**General Program Compliance: Civil Rights**

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| 1 | The public media release was not provided to local media, the unemployment office, and/or 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 <a href="https://www.azed.gov/hns/nslp/forms/">https://www.azed.gov/hns/nslp/forms/</a> 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>   |
| 2 | 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 <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> . Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification.                                     | <i>Please provide pictures to demonstrate the posters are now displayed in a prominent location and visible to all program participants. Additionally, please provide written assurance that the "And Justice For All" poster has been displayed in a prominent location and visible to all program participants.</i> |

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**General Program Compliance: SFA On-Site Monitoring**

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No Findings.

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**General Program Compliance: Local Wellness Policy**

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| 3 | The Local Wellness Policy did not contain all required elements. Specifically, the Local Wellness Policy did not contain goals for other school-based activities that promote student wellness, nutrition guidelines for all foods and beverages sold to students on the school campus during the school day, nutrition standards for all foods and beverages provided, but not sold, to students on the school campus during the school day, and policies for food and beverage marketing. | Discussed feasible options for nutrition promotion goals that can be written into the Local Wellness Policy. Discussed activity ideas which included offering contests, surveys, promotions and/or taste testing, providing information to families to encourage consumption of healthy foods at home, and displaying nutrition and health posters throughout campus. Team Nutrition Resources can be found at <a href="http://www.teamnutrition.usda.gov/">http://www.teamnutrition.usda.gov/</a> . The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training accordion. | <i>Please provide a written plan for how specific goals for other school-based activities that promote student wellness, nutrition guidelines for all foods and beverages sold to students on the school campus during the school day, nutrition standards for all foods and beverages provided, but not sold, to students on the school campus during the school day, and policies for food and beverage marketing 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> |
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**General Program Compliance: Competitive Food Services**

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Not Applicable.

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**General Program Compliance: Professional Standards**

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- 4 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. *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.*

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**General Program Compliance: Water**

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*No Findings.*

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**General Program Compliance: Food Safety, Storage and Buy American**

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*No Findings.*

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**General Program Compliance: Reporting and Recordkeeping**

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*No Findings.*

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

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*No Findings.*

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**Other Federal Program Reviews: Afterschool Snack Program**

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*Not Applicable.*

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2025 if applicable.

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**Other Federal Program Reviews: Fresh Fruit and Vegetable Program**

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*Not Applicable.*

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**Other Federal Program Reviews: Special Milk Program**

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*Not Applicable.*

