



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Agua Fria Union High School District

CTD: 07-05-16

Site: Goodyear High School and Verrado High School

Contacts: Mark Yslas, Superintendent and Barbara Duncan, Food Service Director

Review Date: October 16 & 17, 2025

Exit Conference Date: October 17, 2025

Review Period: September 2025

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

1	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit checks for Goodyear High School and Verrado High School do not match the attendance factors on the monthly reimbursement claims.	Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks 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 completed daily edit check worksheet for Verrado High School and Goodyear High School for the most recently submitted claim month. Additionally, please provide written assurance that the attendance factor reflected on the daily edit check worksheet will be updated annually.</i>
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Performance Standard 2: Meal Components & Quantities – Critical Area

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| 2 | <p>Food quantities observed at lunch on the day of review did not meet minimum amounts required by the meal pattern. Specifically, only 1.0 oz eq grain was served during lunch at Goodyear High School and Verrado High School, when 2.0 oz eq 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. 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. 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.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily grain quantities at lunch meet minimum amounts required by the meal pattern.</i></p> |
| 3 | <p>During the review period, the required meal components were not offered to students every day at lunch. Specifically, on September 8, 2025, Chili Cheese Fries w/Beef Crumble served at lunch on September 8, 2025, at Goodyear High School was missing the grain component. This contributed toward fiscal action calculations and resulted in the termination of performance-based reimbursement (extra 9-cents) until sufficient corrective action is received.</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., review of production records prior to service, menu training, etc.). Discussed with cafeteria staff how to properly identify meal pattern components, as well as strategies for ensuring all components are present throughout meal service. 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 violations involving missing components will result in fiscal action and termination of performance-based reimbursement (extra 9 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that all required meal components are offered to students at lunch every day.</i></p> |

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| <p>4 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1 oz eq grain was served daily during the week of review from September 8-12, 2025, at Goodyear High School and Verrado High School when 2 oz eq grain is required daily at lunch for grades 9-12. This was deemed a systemic error and occurred every day in September 2025. 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. 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. 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.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily 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 must be submitted.</i></p> |
| <p>5 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 4.0 oz eq grain were served during the week of the review at Goodyear High School, and 5.0 oz eq grain were served at Verrado High School, when 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. 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. 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.</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.</i></p> |

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

No findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

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| <p>6 Meals provided to student workers are not being claimed by eligibility status.</p> | <p>Discussed that even though student workers may receive a meal free of charge, all student meals must be claimed by approved eligibility status.</p> | <p><i>Please provide a written description of procedures that have been implemented to ensure that meals served to student workers are claimed by eligibility status.</i></p> |
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Meal Access & Reimbursement: Verification

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| 7 | An incorrect number of applications were selected for verification based on the sampling method used. Specifically, 51 of application should have been verified using the Standard sampling method, but 62 were actually verified during verification in School Year 2024-2025. | Discussed correct calculation of sample size and which applications are subject to verification. Referred to the Verification Sample Size Calculators located in CNP Verification Reporting and Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/training . 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 written procedures for how the verification sample size will be determined in the future.</i> |
| 8 | Documentation to support that a confirmation review took place prior to any other verification activity was not maintained for verification conducted in School Year 2024-2025. | Discussed how to document the confirmation review by using the 'Office Use Only' section on household applications. Discussed requirement for having a designated individual separate from the initial eligibility determination 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/nslp/training under the Online Training Library accordion. Additionally, referred to Verification Tracking Form found on ADE's website at http://www.azed.gov/hns/nslp/forms under the Eligibility Documents for School Meal Benefits accordion. | <i>A confirmation review for verification for the School Year 2025-2026 has been submitted. Please provide written assurance that a Confirmation Review Waiver will be submitted annually prior to verification activities.</i> |

Meal Access & Reimbursement: Meal Counting and Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Dietary Specifications & Nutrient Analysis

No findings.

Resource Management

No findings.

General Program Compliance: Civil Rights

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| 9 | The public media release was not provided to local media, the unemployment office, and/or and 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 https://www.azed.gov/hns/nslp/forms/ 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> |
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General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

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| 10 | The Local Wellness Policy did not contain all the required elements. Specifically, the Local Wellness Policy did not contain goals for nutrition education, nutrition promotion, and policies for food and beverage marketing. | Discussed feasible options for including goals for nutrition education and nutrition promotion and policies for food and beverage marketing in the Local Wellness Policy. Discussed nutrition education activity ideas which included integrating nutrition into health education classes, promoting skill development and integrating nutrition into core subjects and nutrition promotion 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 http://www.teamnutrition.usda.gov/ . 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 nutrition education, nutrition promotion, 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> |
| 11 | The public was not notified of the results of the most recent assessment of the implementation of the Local Wellness Policy. | Discussed requirement to make the most recent assessment available to the public. Also discussed feasible means for notifying the public of the results of the most recent assessment on the implementation of the Local Wellness Policy. SFA can publish the result on the school website, or provide result in a news letter. The USDA's Local Wellness Policy Outreach Toolkit can be found at https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit . | <i>Please provide the notification provided to the public of the results of the most recent assessment of the implementation of the Local Wellness Policy. Additionally, please provide written assurance that the public will be notified of results each time the Local Wellness Policy is assessed.</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

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| 12 The most recent food safety inspection report was not posted in a prominent location visible to all program participants at Verrado High School. | 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>Please provide a photo demonstrating that the most recent food safety inspection report has been posted in a location where the program participants can view it at Verrado High School. Additionally, please provide written assurance that it will be updated each time the school receives a food safety inspection.</i> |
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General Program Compliance: Reporting and Recordkeeping

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| 13 Production records crediting at breakfast are inaccurate. Specifically, the following items did not reflect correct crediting information: French toast sticks, breakfast sausage patty, Sausage and egg patty, croissant, and Arizona Gold Burrito. Also at lunch, the following items did not reflect correct crediting information: Chicken Cesar salad, spicy chicken salad, cheese burger, buffalo chicken Cesar salad, breaded chicken patty sandwich, turkey and cheese sub, California Burrito, Fresh Fruit salad, and turkey ham and cheese sub. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Additionally discussed that crediting information is not a required element of a production record and therefore is not required to be included on the production record. Crediting resources can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Please provide a written description of changes made to ensure crediting is correctly reflected on production breakfast records. If the operation chooses not to include the optional crediting information on the production record moving forward, please provide breakfast and lunch production records for 5 consecutive days demonstrating that it is no longer included.</i> |
| 14 Production records do not clearly document all vegetables, grains and meat/meat alternate served during the review period and on the day of review at Goodyear High School and Verrado High School. Reviewer was able to confirm appropriate components and portion sizes served via other documentation and through on site visit. | Discussed separating the fruit and vegetables from the entrees on the production records and ensuring that all components are clearly documented in appropriate quantities. | <i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that production records will be completed accurately.</i> |

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

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 applicable.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not applicable.

Comments/Recommendations:

Congratulations on the successful completion of the Administrative Review! Your dedication and collaboration during this process have been truly commendable. You are making a remarkable impact through your implementation of the National School Lunch Program, and it was a joy to visit your schools. Keep striving for excellence—your efforts are shaping a brighter future for our students! Recommend re-structuring meal service so that all vegetables are easily available for all students, even if they are getting their meal at the different serving stations.

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	\$213.77	Disregarded

Please submit corrective action response by **November 29, 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
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