



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Tuba City Unified School District #15

CTD: 03-02-15

Site: Tuba City High School

Contacts: Sharlene Navaho, Superintendent  
Leah Begay, Director of Business Services

Review Date: November 12, 2025

Exit Conference Date: November 12, 2025

Review Period: October, 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**

*Not Applicable.*

**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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| 1 | Meals served to teachers, administrators, custodians, and other adults 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, the Breakfast price was \$2.25 and the Lunch price was \$4.00; the adult meal prices should be \$3.25 and \$5.05 for breakfast and lunch, respectively. | Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. For Non-Pricing Sites: pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. Referred to Adult Meal Pricing Tool located on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms/">https://www.azed.gov/hns/nslp/forms/</a> under the Financial accordion. | <i>Adult meal prices were increased on the day of review to \$3.25 for Breakfast and \$5.05 for lunch.</i><br><br><i>Please provide documentation verifying that non-Federal funds covered the difference between the required price and the charged price, multiplied by the number of adult meals served during the review period.</i> |
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**General Program Compliance: Civil Rights**

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*No Findings.*

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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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*No Findings.*

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**General Program Compliance: Competitive Food Services**

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*No Findings.*

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**General Program Compliance: Professional Standards**

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*No Findings.*

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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 2026 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.*

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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*Not Applicable.*

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**Comments/Recommendations:**

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Congratulations, Tuba City Unified School District #15, on successfully completing this year's Administrative Review! Your team has done an outstanding job ensuring students receive nutritious, well-balanced meals every day. We truly appreciate your hospitality and the dedication you've shown throughout the process. Thank you for participating in the program and for all your hard work. Keep up the great work in supporting your students' health and well-being!

**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 **January 12, 2026** to Danielle Kirksey at [Danielle.Kirksey@azed.gov](mailto:Danielle.Kirksey@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.

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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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