ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Cottonwood-Oak Creek Elementary District
CTD: 13-04-06
Site: Cottonwood Community School

Contacts: Jessica Vocca, Superintendent & Tammy Janssen, Chief Financial Officer

Review Date: September 25, 2026
Exit Conference Date: September 25, 2026
Review Period: August 2026
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 finding.		
Performance Standard 1: Meal Counting and Claiming – Critical Area			
	No finding.		
Performance Standard 2: Meal Components & Quantities – Critical Area			
	No finding.		
Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area			
	No finding.		
Meal Access & Reimbursement: Certification and Benefit Issuance			
	No finding.		
Meal Access & Reimbursement: Verification			
	No finding.		
Meal Access & Reimbursement: Meal Counting and Claiming			
	No finding.		
Meal Pattern & Nutritional Quality: Offer Versus Serve			
	No finding.		
Meal Pattern & Nutritional Quality: Meal Components and Quantities			
	No finding.		
Resource Management			
	No finding.		

General Program Compliance: Civil Rights

No finding.

General Program Compliance: SFA On-Site Monitoring

No finding.

General Program Compliance: Local Wellness Policy

No finding.

General Program Compliance: Competitive Food Services

No finding.

General Program Compliance: Professional Standards

No finding.

General Program Compliance: Water

No finding.

General Program Compliance: Food Safety, Storage and Buy American

No finding.

General Program Compliance: Reporting and Recordkeeping

No finding.

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

No finding.

Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2027 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:

Thank you to Cottonwood-Oak Creek Elementary District for the successful completion of the Administrative Review. District staff demonstrated exceptional hospitality, professionalism, and attention to detail throughout the review process. The review team appreciated the district's commitment to operating the Child Nutrition Program with integrity while providing nutritious meals in a positive and welcoming environment for students. The use of fresh fruits and vegetables was commendable and reflects the district's dedication to offering appealing, healthy meal options. Overall, the review team appreciates the care and effort devoted to serving students and supporting program excellence.

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

Targeted Follow-Up Review Required?

☐ Certification & Benefit Issuance ☐ Meal Counting and Claiming ☐ Verification ☐ Meal Components and Quantities ☐ Unallowable Costs

If you have any questions regarding the review, please contact Ana Gandarilla-Begay at Ana.gandarilla-begay@azed.gov or 602-542-8961.

Anastasia Gandarilla-Begay

Digitally signed by Anastasia Gandarilla- Begay
Date: 2026.10.06 07:39:38 -07'00'

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
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