



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Chandler Unified District #80

CTD: 07-20-80

Site: City of Chandler - Chandler Public Library, City of Chandler - Housing Youth Program - N., Hamilton St., and East Valley Dream Center, Galveston Elementary School, Hamilton High School and Rudy G Bologna Elementary School

Contacts: Frank Narducci, Superintendent and Audri Knutson, Assistance Director

Review Date: January 12-16, 2026

Exit Conference Date: January 16, 2026

Review Period: December 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

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

- 1 The notice of adverse action was not adequate. Specifically, the notice of adverse action did not advise the household of: the start date when the benefit will be decrease.
- Discussed that the notice of adverse action must advise the household of change in benefits, reasons for change, an appeal must be filed within the 10 calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision, instructions on how to appeal, and the household may reapply for benefits at any time during the school year. Referred to Online Training: Verification Review found at <https://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Verification section.
- Also, referred to Letter of Verification Results found at <https://www.azed.gov/hns/nslp/forms> under the Eligibility Documents for School Meal Benefits accordion in the Verifying Household Applications section.
- Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals found on ADE's website at <https://www.azed.gov/hns/nslp> under the Guidance Manuals accordion in the USDA Manuals and Handbooks section.
- Please provide a copy of the updated notice of adverse action. Additionally, please provide written assurance that an adequate notice of adverse action will be provided to households that will have a decrease in benefits.*

Meal Access & Reimbursement: Meal Counting and Claiming

- 2 Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims at Galveston Elementary School, Hamilton High School and Rudy G Bologna Elementary School.
- 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 <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 in the Counting & Claiming section.
- Correction has been made, and no further action is needed.*

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

No findings.

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

No findings.

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

- | | | | |
|---|--|--|---|
| 3 | Production records crediting at breakfast are inaccurate. Specifically, the following items did not reflect correct crediting informational at lunch: Bento Nacho, Southwest Cesar salad, spicy chicken wrap, turkey provolone sub, Cesar salad with chicken patty and cracker, turkey barbacoa quesadilla, cheese burger, hoagie sandwich, cheddar cheese, beef crumble, diced chicken, grilled ham and cheese sandwich, grilled cheese sandwich, ham and cheese sub, and pop corn chicken. | 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 records. If the operation chooses not to include the optional crediting information on the production record moving forward, please provide lunch production records for 5 consecutive days demonstrating that it is no longer included.</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

Not applicable.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

No findings.

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!

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 **March 16, 2026** to 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."