



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Tuba City Boarding School  
CTD: 03-40-02  
Site: Tuba City Boarding School

Contacts: Donald Coffland, School Principal  
Valencia McCabe, Food Service Manager  
Tempress Freeman, USDA Clerk

Review Date: November 13, 2025

Exit Conference Date: November 13, 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
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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**

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|---|--|------------------------------------|
| 1 Salt shakers were made available to students during lunch meal service. While this is not a violation of program requirements, it could cause the sodium range requirements to be exceeded. | Discussed low sodium requirements of the program and recommended that salt shakers be removed from the tables. | <i>None required at this time.</i> |
|---|--|------------------------------------|

**Meal Access & Reimbursement: Certification and Benefit Issuance**

*No Findings.*

**Meal Access & Reimbursement: Verification**

*No Findings.*

**Meal Access & Reimbursement: Meal Counting and Claiming**

*No Findings.*

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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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*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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|---|--|---|---|
| 2 | 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 <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> |
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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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*Not Applicable.*

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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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3 Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year.

Discussed methods of notifying families of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year and determined which was most feasible. Summer feeding locations can be found at <https://www.azhealthzone.org/>.

*Please provide a written description of how households will be notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year, including the documentation that will be used for the notification. Additionally, please provide written assurance that this will occur at the end of each school year.*

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

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*No Findings.*

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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:**

Thank you, Tuba City Boarding School, for completing the NSLP administrative review for the 2025–2026 school year. We truly appreciate your commitment to the National School Lunch Program and commend your dedication to serving students flavorful, nutritious meals. Keep up the outstanding work, and we encourage you to stay connected with us at ADE even as your review comes to an end.

**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>.**

<b>Fiscal Action</b>		
<b>Program</b>	<b>Total Fiscal Action</b>	<b>Assessed or Disregarded</b>
School Breakfast Program	\$0.00	Not Applicable
National School Lunch Program	\$0.00	Not Applicable

Please submit corrective action response by **January 13, 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  
1535 West Jefferson Street • Phoenix Arizona 85007 • [www.azed.gov](http://www.azed.gov)

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