



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Chinle Educational Resource Center
CTD: 01-40-05
Site: Lukachukai Community School

Contacts: Carmen Jodie, Principal and Richelle Yazzie, Food Service Manager

Review Date: April 15, 2026

Exit Conference Date: April 15, 2026

Review Period: March 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
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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

<p>1 Food quantities served at breakfast during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1/2 cup fruit was served at breakfast on March 6, 2026, when 1 cup is required daily at breakfast for grades K-8. 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 Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion.</p> <p>The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion in the Menu Planning/ Meal Pattern section.</p> <p>The Using Appropriate Serving Utensils Recorded Webinar can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion in the Operations section.</p>	<p><i>Please provide a written description of the changes that have been made to ensure that daily fruit quantities at breakfast meet minimum amounts required by the meal pattern.</i></p>
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The Using Appropriate Serving Utensils Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Operations section. Please note that repeated violations involving food quantities may result in fiscal action.

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.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings.

Resource Management

<p>2 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 SFA is charging \$2.75 for breakfast when the minimum price of \$3.25 should be charged. SFA is charging \$3.75 for lunch when the minimum price of \$5.02 should be charged. Additionally, breakfast and lunches were provided free of charge to nonprogram staff; specifically, transportation and janitorial staff were not charged for meals.</p>	<p>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 https://www.azed.gov/hns/nslp/forms/ under the Financial accordion.</p>	<p><i>Please provide a written description of the steps which have been taken to increase adult meal prices, including the exact formula used to price adult meals. Additionally, please provide documentation demonstrating the prices have been increased to the appropriate level and documentation supporting that \$325.30 of non-Federal funds were used to cover the price of serving adult meals served during the review period.</i></p>
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| 3 | All revenue from nonprogram foods did not accrue to the nonprofit school foodservice account. Specifically, revenues from meals served to nonprogram adults accrued to the general school fund instead of accruing to the nonprofit school food service account. | Discussed requirement that all revenue from the sale of nonprogram foods must return to the nonprofit school foodservice account if nonprogram foods were purchased through the nonprofit school foodservice account as specified in 7 CFR 210.14(f). Reviewed current procedures for depositing revenue from the sale of nonprogram foods to the nonprofit school foodservice account and suggested changes. | <i>Please provide a written description of the procedures that will be implemented to ensure that all revenue from the sale of nonprogram foods will accrue to the nonprofit school food service account. Additionally, please provide documentation which reflects that the \$1,174.50 of revenue that did not previously accrue to the nonprofit school food service account for nonprogram foods has been reimbursed to this account using non-Federal funds.</i> |
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General Program Compliance: Civil Rights

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| 4 | The USDA nondiscrimination statement not printed on appropriate program materials. Specifically, the Summer Food Service Program Outreach Flyer did not include the USDA nondiscrimination statement. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate. | <i>Please provide an updated Summer Food Service Program Outreach Flyer with the nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated to include the appropriate nondiscrimination statement.</i> |
| 5 | The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the posted menus did not contain the most current USDA nondiscrimination statement. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate. | <i>Please provide an updated menu with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |

General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

No findings.

General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

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| 6 | The School Nutrition Program Director hired on or after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date. | Discussed requirement and feasibility for attending an available certification training within current school year. Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ . | <i>Food safety certification was completed on April 19, 2022. No further corrective action is required.</i> |
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General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

No findings.

General Program Compliance: Reporting and Recordkeeping

No findings.

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

Not applicable.

Comments/Recommendations:

Congratulations! Chinle Educational Resource Center has completed the administrative review for the 2025-2026 school year. Thank you for your hospitality and organization during the review process. It is evident that you are working hard to ensure your students are fed healthy meals in a welcoming environment.

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 May 26, 2026 to Samantha Herzog at Samantha.Herzog@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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