



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: J O Combs Unified School District

CTD: 11-02-44

Sites: Combs Traditional Academy  
Kathryn Sue Simonton Elementary

Contacts: Greg Wyman, Superintendent  
Karma Merkley, Food Service Supervisor

Review Date: December 10-11, 2025

Exit Conference Date: December 11, 2025

Review Period: November 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**

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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No Findings.

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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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| 1 | The Local Wellness Policy did not contain all required elements. Specifically, the Local Wellness Policy did not contain goals for nutrition promotion, policies for food and beverage marketing. | Discussed feasible options for nutrition promotion goals that can be written into the Local Wellness Policy. Discussed updating the Local Wellness Policy to include policies that allow marketing and advertising of only those foods and beverages that meet Smart Snacks Standards during the school day. Discussed activity ideas which included offering contests, surveys, promotions and/or taste testing, providing information to families to encourage consumption of healthy foods at home, and displaying nutrition and health posters throughout campus. Team Nutrition Resources can be found at <a href="http://www.teamnutrition.usda.gov/">http://www.teamnutrition.usda.gov/</a> . The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training accordion. | <i>Please provide a written plan for how specific goals for nutrition promotion will be added to the Local Wellness Policy. The plan should include draft language of the element to be added, who will be involved in updating the Local Wellness Policy, and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</i> |
| 2 | The public is not being notified of the existence and contents of the Local Wellness Policy.  | Discussed feasible means of notifying the public about the Local Wellness Policy such as posting it on the school website. . The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training accordion.   | <i>Please provide a written description of how the public will be notified of the existence and contents of the Local Wellness Policy.</i>   |

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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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| 3 | Reports are not submitted to the State agency as required. Specifically, the submitted site application in CNPWeb indicated that Combs Traditional Academy serves grades K-12 when the site serves grades K-6. | Discussed steps required to update the site application in CNPWeb to reflect the current practice of the grades being served, including notifying the assigned specialist approving applications of the update. | <i>Corrected during the review. No further corrective action required.</i> |
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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:

J O Combs Unified School District, thank you for your hard work and dedication in completing the NSLP Administrative Review. Your attention to detail and commitment to excellence truly stood out, especially in menu planning and ensuring compliance in critical areas. Please continue to take advantage of the available training opportunities. Ongoing learning is key to maintaining our high standards and staying ahead of program requirements. We appreciate everything you do to make a positive impact!

**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 **February 9, 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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