



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Tempe Union High School District
CTD: 07-05-13
Site: Desert Vista High School and Mountain Pointe High School

Contacts: Stacia Wilson, Superintendent and Julie Peterson, Director

Review Date: December 15 & 16, 2025

Exit Conference Date: December 16, 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

1	Student eligibility certification was incorrectly determined. Specifically, 4 applications were approved for free with invalid case numbers. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications section 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.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student.</i>
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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

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| 2 Cafeteria staff have not been properly trained on Offer versus Serve (OVS) meal service. | Discussed that schools are expected to conduct training for point of service and serving line staff so they can help students select the required food components/food items in the quantities needed for reimbursable lunches and breakfasts. Additionally discussed that this could be included in the annual training requirements for program staff. Referred to USDA's Offer Versus Serve Manual located on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion in the USDA Manuals and Handbooks section. | <i>Please provide a written description of how cafeteria staff will be trained on OVS. Additionally, the certificate of completion of [Meal or No Meal and Meal or No Meal - Breakfast Edition] must be submitted.</i> |
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Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings

Resource Management

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| 3 Net cash resources available in the nonprofit school food service account exceed the three month expenditure limit and a spend-down plan was not approved by the State agency. | Discussed requirement that net cash resources must be limited to an amount that does not exceed 3 months average expenditures without prior approval from the ADE. Referred to 7 CFR 210.19. | <i>Please provide documentation reflecting that net cash resources are below the three month average expenditure limit or provide a detailed spending plan to ADE for approval to maintain a balance in excess of the net cash resource limit.</i> |
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General Program Compliance: Civil Rights

No Findings

General Program Compliance: SFA On-Site Monitoring

No Findings

General Program Compliance: Local Wellness Policy

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| 4 | A recent assessment of the implementation of the Local Wellness Policy has not been conducted nor have plans been developed to complete the assessment. | Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with their Local Wellness Policy, how the LEA's Local Wellness Policy compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. Additionally, discussed feasible means for notifying the public of the results of the most recent assessment. Sample evaluation tools can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion. | <i>Please provide a written plan for conducting an assessment of the implementation of the Local Wellness Policy. This plan must include who will be designated as the oversight official, who will be invited to participate in the assessment process, and the date by which the assessment is expected to be completed.</i> |
| 5 | The Local Wellness Policy did not contain all required elements. Specifically, the Local Wellness Policy did not contain a description of policy leadership, and evaluation plan. | Discussed that local wellness policies are required to include a description of public involvement, public updates, policy leadership, and evaluation plan. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion. | <i>Please provide a written plan for how a description of policy leadership, and evaluation plan 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> |

General Program Compliance: Competitive Food Services

No Findings

General Program Compliance: Professional Standards

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| 6 | The School Nutrition Program Managers for both sites did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed to complete the annual training requirements. Specifically, the Manager for Desert Vista High School completed 3 hours 15 minutes and is scheduled for an additional 2 hours 20 minutes and the Manager for Mountain Pointe High School completed 6 hours 50 minutes and is scheduled for an additional 60 minutes. | Discussed 10 hour training requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at https://www.azed.gov/hns/nslp/training/ . The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that the School Nutrition Program Manager is registered for. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i> |
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| 7 | Full-time School Nutrition Program staff have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed to complete the annual training requirements. | Discussed 6 hour training requirement and feasibility for attending upcoming applicable trainings. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Build Your Employees Training Plans accordion. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that full-time School Nutrition Program staff are registered for. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i> |
| 8 | Employees outside of the School Nutrition Program with responsibilities that include duties related to the operation of the School Nutrition Program have not received applicable training nor has sufficient training been planned. Specifically, the Administrative Assistant responsible for certifying household applications. | Discussed 4 hour training requirement, employee's job duties, and applicable trainings that could be provided and feasible timeline. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Build Your Employees Training Plans accordion. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that employees outside of the School Nutrition Program with responsibilities related to the operation of the School Nutrition Programs will receive.</i> |
| 9 | Director of Purchasing tasked with National School Lunch Program procurement responsibilities have not completed annual training on Federal procurement standards. | Discussed that school nutrition program directors, management, and staff tasked with National School Lunch Program procurement responsibilities must complete annual training on Federal procurement standards annually. Additionally discussed that procurement training may count towards the professional standards training standards. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Build Your Employees Training Plans accordion. Procurement Basics training can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide the certificate of completion of Procurement Basics (or an equivalent training on Federal procurement standards) for the Director of Purchasing tasked with National School Lunch Program procurement responsibilities]. Additionally, please provide written assurance that annual training on Federal procurement standards will be completed annually.</i> |

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! Tempe Union High School District has completed the administrative review for the 2025-2026 school year. Your commitment to operating compliant and effective programs is commendable. The care and effort you put into supporting student well-being is clearly evident and deeply appreciated.

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	\$9.42	Disregarded

Please submit corrective action response by February 13, 2026, to Liz McLaughlin at Liz.McLaughlin@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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