



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Destiny School, Inc.
CTD: 04-87-01
Site: Destiny School

Contacts: Nancy McLendon, CEO & Cindy Cothrun, Business Director

Review Date: January 28, 2026

Exit Conference Date: January 28, 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
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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

1 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.	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 at https://www.azed.gov/hns/nslp/forms under the Operational accordion.	<i>Please provide a completed daily edit check worksheet for the most recently submitted claim month. Additionally, please provide written assurance that the attendance factor reflected on the daily edit check worksheet will be updated annually.</i>
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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.

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| 2 The site application in CNPWeb does not accurately reflect the point of service that was observed on site. Specifically, the site application indicated breakfast is served in the cafeteria and classroom when breakfast is actually only served in the cafeteria at Destiny School. | Discussed requirement to report current procedures to the State agency and the ability to do so through updating applications in CNPWeb and contacting the Health and Nutrition Services Specialist to alert them of the changes. | <i>A new site application in CNPWeb that accurately reflects the point of service for breakfast was submitted. Please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i> |
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Meal Pattern & Nutritional Quality: Offer Versus Serve

Not Applicable

Meal Pattern & Nutritional Quality: Meal Components and Quantities

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| 3 Reimbursable meal signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast and lunch. | Discussed feasible options for signage and potential content as well as the plan for creating and posting near the point of service. Printable reimbursable meal signage can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion in the Point of Service Sample Signage section. | <i>Both breakfast and lunch reimbursable meal signage were posted on day of review. No further corrective action is required.</i> |
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Resource Management

No Findings

General Program Compliance: Civil Rights

No Findings

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

4 The School Nutrition Programs director tasked with National School Lunch Program procurement responsibilities has 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 School Nutrition Programs director 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>
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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

5 Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: On 12/1/2025, Ham Sandwich shows 2 oz eq meat/meat alternate crediting on production record when it actually credits as 1.75 oz eq meat/meat alternate. French Fries show 1/2 cup vegetable credit when it actually credits as 1 cup vegetable. Also, on 12/2/3025, cheeseburger shows 3.5 oz eq meat/meat alternate crediting on production record when it actually credits as 2.5 oz eq meat/meat alternate.	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 production records for 5 consecutive days demonstrating that it is no longer included.</i>
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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

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| <p>6 Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, on December 5, 2025, 1/2 cup fruit was served when 3/4 cup fruit is required to meet the At-Risk Afterschool Meals Snack meal pattern.</p> | <p>Discussed the meal pattern requirements of At-Risk Afterschool Meals. The meal pattern chart can be found on ADE's website at https://www.azed.gov/hns/afterschool under the Meal Pattern accordion. Step-by-Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program can be found on ADE's website at https://www.azed.gov/hns/afterschool/trainin_gforSFAs under the How-To Guides accordion.</p> | <p><i>Please provide copies of completed At-Risk Afterschool Meals production records for the month of February 2026. Additionally, please provide written assurance that the At-Risk Afterschool Meals meal pattern will be adhered to at all times. Additionally, the certificate of completion for Step-by-Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program must be provided.</i></p> |
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Comments/Recommendations:

Congratulations! Destiny School, Inc. 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	\$98.28	Disregarded

Please submit corrective action response by March 23, 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
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov
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