



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Arizona School for the Arts

CTD: 07-87-22

Site: Arizona School for the Arts

Contacts: David Lujan, Head of School & Michal Davis, Director of Operations

Review Date: February 25, 2026

Exit Conference Date: February 25, 2026

Review Period: January, 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**

*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*

**Meal Pattern & Nutritional Quality: Meal Components and Quantities**

*No Findings*

**Resource Management**

*No Findings*

**General Program Compliance: Civil Rights**

No Findings

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**General Program Compliance: SFA On-Site Monitoring**

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*Not Applicable*

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**General Program Compliance: Local Wellness Policy**

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| 1 A Local Wellness Policy has not been developed. | Discussed preliminary planning, such as who will be named as the designated Local Wellness Policy official and how required stakeholders will be invited to participate in the process. Reviewed handouts and discussed developing a Local Wellness Policy with required elements. Local Wellness Policy resources 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 Local Wellness Policy accordion. 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 development of a Local Wellness Policy. This plan must include who will be designated as the oversight official, who will be invited to participate in the development process, and the date by which the policy is expected to be completely developed and adopted. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.</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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| 2 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 <a href="https://theicn.org/icn-resources-a-z/food-safety/">https://theicn.org/icn-resources-a-z/food-safety/</a> . | <i>Please provide the expected date that food safety certification training will be completed by the School Nutrition Program Director.</i> |
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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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| 3 Documentation was not maintained to support that the school received two food safety inspections from the local health department each school year, or that the school requested two food safety inspections each year from the local health department. | Discussed that each site operating must obtain two food safety inspections from the local health department per school year or maintain documentation to show that two food safety inspections were requested from the local health department each school year. | <i>Please provide documentation to support that two food safety inspections were received during the school year or documentation to support that two food safety inspections were requested from the local health department each school year will be maintained. Additionally, please provide written assurance that two food safety inspections will be requested from the local health department each year and documentation of the request will be kept on file for 5 years.</i> |
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**General Program Compliance: Reporting and Recordkeeping**

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- 4 Records have not been retained for 5 years after the final claim for reimbursement for the fiscal year has been submitted or until resolution of any audits. Specifically, the SFA did not have a compliant process for retaining records from the previous years for up to 5 years. Discussed that Arizona has a retention requirement of 5 years for documentation relating to Federal programs. Additionally discussed that documentation must be retained until the resolution of any audits. *Please provide a written policy describing the retention procedures that will be implemented.*

**General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach**

- 5 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.*

**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! Arizona School for the Arts 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 April 27, 2026 to Keith Daly at keith.daly@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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