



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Yuma County Juvenile Justice Center  
CTD: 21-10-25  
Site: Yuma County Juvenile Detention Center

Contacts: Edward Gilligan - Juvenile Court Director & Tiffany Rankin - Detention Supervisor

Review Date: March 18, 2026

Exit Conference Date: March 18, 2026

Review Period: February, 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

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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> 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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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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*No Applicable*

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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 Applicable*

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**General Program Compliance: Local Wellness Policy**

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2	<p>A recent assessment of the implementation of the Local Wellness Policy has not been conducted nor have plans been developed to complete the assessment.</p>	<p>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. SFA will use ADE tri-annual assessment moving forward. 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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful 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.</p>	<p><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></p>
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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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| 3 | 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>   |
| 4 | 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, Lavette Malone (admin) has not completed nor planned 4 hours of job-specific training, and 40 correctional officers completed 1 hour of training (civil rights compliance) and did not have documentation to support that 3 remaining hours of training were planned to be completed before the end of the school year. | 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 <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> 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 <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> 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>               |
| 5 | The School business manager tasked with National School Lunch Program procurement responsibilities, Maria Martinez, 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 <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Build Your Employees Training Plans accordion. Procurement Basics training 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 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. 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**

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No Findings

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**General Program Compliance: Food Safety, Storage and Buy American**

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6 The following products observed at off-site storage facilities were in violation of the Buy American Provision (e.g., were non-domestic) and documentation justifying a Buy American exception were not maintained on file: #10 Can Peaches (China) & #10 Can Apple Sauce (China).	Discussed that funds used from the nonprofit school food service account must be used to procure food products that comply with the Buy American Provision. Additionally discussed procedures for documenting a Buy American exception. Referred to SP 09-2025, Buy American Accommodation Process for School Year 2025-2026. Additional information on the requirements of this provision, including the Buy American Exemption Summary Tool, 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 Operational accordion.	<i>Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.</i>
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**General Program Compliance: Reporting and Recordkeeping**

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7 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, program records have been retained for one year.	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.	<i>Please provide a written policy describing the retention procedures that will be implemented.</i>
8 Production records did not contain all required sections. Specifically, the production records for breakfast and lunch did not contain portions used and portions leftover.	Discussed required sections of production records. Production Record Templates 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 Menu Planning accordion. The Production Record Overview Recorded Webinar & Webinar Slides 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 Library accordion.	<i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days. <b>Additionally, the certificate of completion of the training Production Record Overview must be provided.</b></i>

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

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9 Sufficient outreach to participants regarding the availability of the School Breakfast Program (SBP) was not conducted at the beginning of the school year.	Discussed methods of notifying families of the availability of the School Breakfast Program (SBP) at the start of the school year. Additionally, discussed SBP outreach should include: serving times, locations where breakfast is available, and SBP costs.	<i>Please provide the updated documentation that will be used when notifying families of the availability of the School Breakfast Program (SBP). Additionally, please provide written assurance that families will be notified of the availability of the SBP at the beginning of each school year.</i>
10 Participants 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 <a href="https://www.azhealthzone.org/">https://www.azhealthzone.org/</a> .	<i>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.</i>

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**Other Federal Program Reviews: Afterschool Snack Program**

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No Findings

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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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*No Findings*

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**Other Federal Program Reviews: Special Milk Program**

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*No Findings*

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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*No Findings*

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**Comments/Recommendations:**

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Congratulations on completing the administrative review! Thank you for your hard work and cooperation during this process. Yuma County Juvenile Justice Center is doing a wonderful job implementing the School Meal Programs, especially with NSLP.

**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 18, 2026 to Keith Daly at [keith.daly@azed.gov](mailto: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

Tom Hirono, Superintendent of Public Instruction

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