



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Clarkdale-Jerome Elementary District
CTD: 13-04-03
Site: Clarkdale-Jerome Elementary School

Contacts: Matt Schumacher, Superintendent and Kristy Aston, Business Manager

Review Date: February 27, 2026

Exit Conference Date: February 27, 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.

General Program Compliance: SFA On-Site Monitoring

No Findings.

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 policies for food and beverage marketing. | 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. Explained that this requirement applies to exterior vending machines, posters, menu boards, coolers, trash cans and cups used for beverage dispensing. 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 n policies for food and beverage marketing 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> |
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General Program Compliance: Competitive Food Services

No Findings.

General Program Compliance: Professional Standards

No Findings.

General Program Compliance: Water

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

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| 2 | The following products observed at Clarkdale-Elementary School were in violation of the Buy American Provision (i.e., were non-domestic) and documentation justifying a Buy American exception were not maintained on file: Mixed Fruit containing pineapple that may come from Indonesia, Malaysia, Thailand, or Philippines, and cherries that may come from Bulgaria. | 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 https://www.azed.gov/hns/nslp/forms 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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| 3 | Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: Flavored and Unflavored Milk; Bacon; Oranges served at breakfast on January 6, 2026; Breakfast Sandwich; Sub Sandwich; Sun Butter Sandwich; Burger; and Cheeseburger. | 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

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| 4 | 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/ . | <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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| 5 | Snack counts were not correctly combined and recorded during the review period. This contributed toward fiscal action calculations. | Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. | <i>Please provide a written description of changes to the system that have been implemented to ensure that snack count totals are correctly combined and recorded, including the date of implementation.</i> |
| 6 | Snack production records are not being completed daily and maintained for a minimum of 5 years. | Discussed record keeping requirements of the Afterschool Snack Program (ASP). A sample production record for the ASP can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. | <i>Please provide copies of completed Afterschool Snack Program production records for 5 consecutive days. Additionally, please provide written assurance that production records will be completed for each snack service and maintained for a minimum of 5 years.</i> |
| 7 | Production records and other documentation do not support that all snacks counted for reimbursement contained two different components. This contributed towards fiscal action calculations. | Discussed the meal pattern requirements of the ASP and the requirement that a snack must contain two components if it is to be claimed for reimbursement. The ASP meal pattern chart can be found on ADE's website at https://www.azed.gov/hns/afterschool under the Meal Pattern accordion. | <i>Please provide Afterschool Snack Program (ASP) production records for 5 consecutive days that demonstrate that each snack provided to students contains at least two components. Additionally, please provide written assurance that all snacks claimed for reimbursement will contain at least 2 different components.</i> |

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, Clarkdale-Jerome Elementary District! You have successfully completed the National School Lunch Program Administrative Review for school year 2025-2026. Well done! It is recommended to use ADE's Afterschool Snack Program Production Records to ensure snacks comply with meal pattern requirements. It is evident that your team works very hard to provide nutritious meals to your students. Keep it up!

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	\$381.78	Disregarded

Please submit corrective action response by June 20, 2026, to Megan Hoovler at Megan.Hoovler@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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