



**ARIZONA DEPARTMENT OF
EDUCATION**

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Desert Sage School

CTD: 10-86-68

Site: Desert Sage High School

Contacts: April Wiley, Board President and Celia Hackl, NSLP Coordinator

Review Date: April 16, 2026

Exit Conference Date: April 16, 2026

Review Period: March 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

1	During the week of review, more than 2 oz eq of grain-based desserts were served at lunch. Specifically, 3 oz eq of grain-based desserts were served at lunch during March 2-6, 2026. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.	Discussed that grain-based desserts must be limited to 2 oz eq per week. Referred to Meal pattern requirements for the National School Lunch Program, which can be found on ADE's website at https://www.azed.gov/hns/nslp under the Meal Pattern accordion.	<i>Please provide one week of lunch production records that demonstrate that no more than 2 oz eq of grain-based desserts were offered. Additionally, please provide written assurance that, moving forward, no more than 2 oz eq of grain-based desserts will be served at lunch in a week.</i>
2	Fluid milk was not available in at least two varieties at breakfast on the day of review. Specifically, the site ran out of 1% White Milk before the end of breakfast service. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.	Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free, unflavored; fat-free, flavored; low-fat (1%), unflavored; and low-fat (1%) flavored. Please note that repeated violations involving milk requirements may result in fiscal action.	<i>Please provide a written description of the changes that have been made to ensure that fluid milk is available in two varieties throughout the entire meal service. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i>

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

3	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 Desert Sage High School 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.

Meal Pattern & Nutritional Quality: Offer Versus Serve

4 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 and 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

No Findings

General Program Compliance: Civil Rights

5 The public media release was not provided to local media, the unemployment office, and/or and local employers considering large layoffs.	Discussed requirements and timeframe for public media release, and best options locally for submitting the release to prior to the start of the school year. The Public Media Release template can be found on ADE's website at https://www.azed.gov/hns/nslp/forms/ under the Organizational accordion.	<i>Please provide written procedures that will be followed each year for distributing the public media release, including who will be responsible for ensuring it is sent to the appropriate local media and what local media it will be sent to.</i>
6 Program staff have not been trained on civil rights topics. Specifically, a Teacher's Assistant who takes reimbursable meal count with a clicker did not complete civil rights training.	Discussed that program staff must complete annual civil rights training that includes the following topics: collection and use of data; effective public notification systems; complaint procedures; compliance review techniques; resolution of noncompliance; requirements for reasonable accommodation of persons with disabilities; requirements for language assistance; conflict resolution; and customer service. Additionally discussed that documentation of annual training must be maintained for a minimum of five years. Online Course: Civil Rights Compliance for Child Nutrition Operators can be found on ADE's website at https://www.azed.gov/hns/civilrights .	<i>Please provide documentation to support that all program staff have completed appropriate civil rights training. Additionally, please provide written assurance that all food service staff will be trained at hire and as needed on civil rights compliance in Child Nutrition Programs on an annual basis.</i>

7	Program staff have not been trained on civil rights topics.	Discussed that program staff must complete annual civil rights training that includes the following topics: collection and use of data; effective public notification systems; complaint procedures; compliance review techniques; resolution of noncompliance; requirements for reasonable accommodation of persons with disabilities; requirements for language assistance; conflict resolution; and customer service. Additionally discussed that documentation of annual training must be maintained for a minimum of five years. Online Course: Civil Rights Compliance for Child Nutrition Operators can be found on ADE's website at https://www.azed.gov/hns/civilrights .	<i>Please provide documentation to support that all program staff have completed appropriate civil rights training. Additionally, please provide written assurance that all food service staff will be trained at hire and as needed on civil rights compliance in Child Nutrition Programs on an annual basis.</i>
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General Program Compliance: SFA On-Site Monitoring

Not Applicable

General Program Compliance: Local Wellness Policy

No Findings

General Program Compliance: Competitive Food Services

Not Applicable

General Program Compliance: Professional Standards

8	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 https://theicn.org/icn-resources-a-z/food-safety/ .	<i>Certification of completion for 8 hours of food safety training completed March 4, 2026, by the School Nutrition Program Director was provided.</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

9	Reports are not submitted to the State agency as required. Specifically, the submitted site application in CNPWeb indicated that Desert Sage School is participating in the Afterschool Care Snack Program when the site is not participating.	Discussed steps required to update the site application in CNPWeb to reflect current practice of not participating in the Afterschool Care Snack Program, including notifying the assigned specialist approving applications of the update.	<i>Please resubmit a site application for Desert Sage School in CNPWeb indicating the current practice of not participating in the Afterschool Care Snack Program. Additionally, please provide written assurance that the site application in CNPWeb will be updated to accurately reflect current practices whenever site operations change.</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

Not Applicable

Comments/Recommendations:

Congratulations! Desert Sage School has successfully completed the Administrative Review for School Year 2025–2026. School nutrition program staff are encouraged to complete annual training aligned with their assigned job duties, with an emphasis on compliance with federal and state regulations. Recommended training topics include, but are not limited to, meal counting and claiming, meal pattern requirements, and civil rights. Training resources are available through the Arizona Department of Education (ADE) Online Training Library, including Staying on Track and upLIFT.

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 27, 2026, to Liz McLaughlin 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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