



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Nadaburg Unified School District
CTD: 07-02-81
Site: Nadaburg Elementary School

Contacts: Dr. Aspasia Angelou, Superintendent and Holly Diaz, Chief of Staff

Review Date: March 24, 2026
Exit Conference Date: March 24, 2026
Review Period: February 2026

Programs Reviewed: [x] National School Lunch [x] School Breakfast [] Afterschool Snack
[x] Fresh Fruit & Vegetable [] Special Milk [x] At-Risk Afterschool Meals

Table with 3 columns: No., Review Observations & Findings, Technical Assistance Provided, Required Corrective Action

Performance Standard 1: Certification and Benefit Issuance – Critical Area

Table with 3 columns: No., Review Observations & Findings, Technical Assistance Provided, Required Corrective Action. Contains 3 rows of findings related to certification errors.

Performance Standard 1: Meal Counting and Claiming – Critical Area

No findings.

Performance Standard 2: Meal Components & Quantities – Critical Area

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| <p>4 Meals served to preschool students did not meet meal pattern requirements. Specifically, unallowable grain-based desserts were served to preschool students on the day of the review and during the review week on February 2, 3, 5, and 6, 2026. The unallowable items included Cocoa Puff Cereal Bar, Apple Frudel, Cinnamon Cereal Bar, and Oatmeal Chocolate Chip Bar. This contributed toward fiscal action calculations.</p> | <p>Discussed grain-based desserts such as cookies, sweet pie crusts, doughnuts, cereal bars, breakfast bars, granola bars, sweet rolls, toaster pastries, cakes, and brownies are not creditable as part of the reimbursable meal but may be served as an extra meal item. Referred to SP 01-2018 Updated Infant and Preschool Meal Patterns in the National School Lunch Program and School Breakfast Program: Questions and Answers.</p> <p>Meal pattern requirements for CACFP can be found on ADE's website at https://www.azed.gov/hns/cacfp under the Meal Pattern accordion.</p> <p>Team Nutrition Training: Grain-Based Desserts in the CACFP can be found on ADE's website at https://www.azed.gov/hns/cacfp/cacfptraining under the Nutrition Virtual Trainings accordion.</p> | <p><i>Please provide one week of breakfast production records which demonstrates that allowable grain items were served to preschool students. Additionally, please provide a written description of the changes that have been made to ensure grain-based dessert items will not be served to preschool students.</i></p> |
| <p>5 The meal service was not structured to comply with the meal pattern requirements of the multiple grade groups that were served. Specifically, separate production records were not kept for meals served to non-commingled preschool students to support that preschool students were not provided flavored milk at breakfast and lunch.</p> | <p>Discussed allowable meal pattern grade groups per the grades served and feasible options for structuring the meal service to comply with requirements. Please note that repeated violations involving food quantities may result in fiscal action.</p> | <p><i>Please provide a written description of the changes that have been implemented to ensure that meal pattern requirements of the multiple grade groups served are met at breakfast and lunch .</i></p> |

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

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| 6 | The notice of adverse action was not adequate. Specifically, the incorrect hearing official's name and contact information was listed. | Discussed requirements for notifying households of adverse action using forms that reflect current contact information should they need to request an appeal. Referred to Online Training: Verification Review found at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion in the Verification section.

Also, referred to Letter of Verification Results found at https://www.azed.gov/hns/nslp/forms under the Eligibility Documents for School Meal Benefits accordion in the Verifying Household Applications section.

Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals found 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 copy of the updated notice of adverse action. Additionally, please provide written assurance that this form will be updated any time the hearing official's information changes.</i> |
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Meal Access & Reimbursement: Meal Counting and Claiming

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| 7 | 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 ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion.

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. | <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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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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| 8 | A recent assessment of the implementation of the Local Wellness Policy has not been conducted nor have plans been developed to complete the assessment. | 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. 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 https://www.azed.gov/hns/nslp/forms under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful 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 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> |
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General Program Compliance: Competitive Food Services

No finding.

General Program Compliance: Professional Standards

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| 9 | The School Nutrition Programs staff tasked with National School Lunch Program procurement responsibilities have 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 staff 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

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| 10 Reports are not submitted to the State agency as required. Specifically, the site application in CNPWeb indicates that Nadaburg Elementary School follows the NSLP meal pattern for the At-Risk Afterschool Supper, when, in practice, the site is following the CACFP meal pattern. Additionally, the site application does not indicate that breakfast is served in the classroom; however, during the on-site review, breakfast service was directly observed in the preschool classroom. | Discussed steps required to update the site application in CNPWeb to reflect current practice of using the CACFP meal pattern, including notifying the assigned specialist approving applications of the update. | <i>Please resubmit a site application for Nadaburg Elementary School in CNPWeb indicating the current practice of using CACFP meal pattern for At-Risk Supper, and also select Breakfast in the classroom for meal service type. 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

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| 11 Sufficient outreach to families regarding the availability of the School Breakfast Program (SBP) was not conducted at the beginning of the school year. Specifically, outreach did not inform families of serving times and locations where breakfast is available. | 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 include the following: serving times, locations where breakfast is available, and SBP costs. Additionally, please provide written assurance that families will be notified of the availability of the SBP at the beginning of each school year.</i> |
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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

No findings.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

<p>12 Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, 1.5 oz eq of meat/meat alternate is required for ages 3-5, and 2 oz eq is also required for ages 6-12; however, the SFA only served 1 oz eq of meat/meat alternate daily during the month of the review.</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 Supper Menu Using the CACFP Meal Pattern 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 5 consecutive days. Additionally, please provide written assurance that the At-Risk Afterschool Meals meal pattern will be adhered to at all times. Step-by-Step Instruction: How to Plan a Supper Menu Using the CACFP Meal Pattern must be provided.</i></p>
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Comments/Recommendations:

Congratulations on the successful completion of the Administrative Review! Your dedication and collaboration during this process have been truly commendable. You are making a remarkable impact through your implementation of the National School Lunch Program, and it was a joy to visit your schools. Keep striving for excellence—your efforts are shaping a brighter future for our students! Recommend re-structuring meal service so that all vegetables are easily available for all students, even if they are getting their meal at the different serving stations.

To ensure continuous compliance with At-Risk Afterschool Meal pattern requirements, the following actions are recommended:

Revise menus and production records to ensure that the meat/meat alternate component meets the minimum daily requirements for all applicable age groups.

Provide training to menu planners and food service staff on At-Risk Afterschool meal pattern requirements, with particular emphasis on age/grade group portion sizes.

Implement an internal review process to verify that portion sizes documented on production records align with USDA meal pattern requirements prior to meal service.

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	\$507.04	Assessed
National School Lunch Program	\$2,763.42	Assessed

The State agency assessed School Breakfast Program fiscal action under \$600 due to a recalculation of claims replacing breakfasts claimed on non-school days with At-Risk morning snack.

Please submit corrective action response by **June 10, 2026** to Amy Dixon Banire at amy.dixonbanire@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



Melissa Rose
 Digitally signed by
 Melissa Rose
 Date: 2026.05.08
 14:32:57 -07'00'

 Program Director 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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