



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Safford Unified District

CTD: 05-02-01

Sites: Ruth Powell Elementary School and Safford High School

Contacts: AJ Taylor, Superintendent & Frank Gutierrez, Director of Support Operations

Review Date: April 14-15, 2026

Exit Conference Date: April 15, 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

1	Meal count totals were not correctly combined and recorded at breakfast and lunch at Ruth Powell Elementary School and lunch at Safford High School during the review period. This was deemed a non-systemic error and 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 meal count totals at Ruth Powell Elementary School and Safford High School are correctly combined and recorded, including the date of implementation.</i>
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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

2	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 for Ruth Powell Elementary School and Safford High School.	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>Daily Edit Check attendance factor for Ruth Powell Elementary School and Safford High School were updated to match claims on site. 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

No Findings.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings.

Resource Management

3	Meals served to teachers, administrators, custodians, and other adults were not priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meal. Specifically, adult breakfast was priced at \$2.85 when it should have been at least \$3.25 and adult lunch was priced at \$4.95 when it should have been at least \$5.02.	Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. For Non-Pricing Sites: pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of entitlement and bonus commodities for non-pricing programs. Referred to Adult Meal Pricing Tool located on ADE's website at https://www.azed.gov/hns/nslp/forms/ under the Financial accordion.	<i>SFA completed Adult Meal Pricing Tool during on-site visit, increasing adult meal prices to \$3.25 for breakfast and \$5.05 for Lunch. Food Service Management Company issued an invoice to the District for \$1,003.00 to cover the difference in cost for adult meals sold year-to-date (1,584 adult breakfasts x \$0.40 = \$633.00; 3,701 adult lunches x \$0.10 = \$370.00). Further, the district provided a check demonstrating that the funds were restored to the nonprofit school food service account. No further action is required.</i>
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General Program Compliance: Civil Rights

4	The USDA nondiscrimination statement is not printed on appropriate program materials. Specifically, the public Media Release did not include the USDA nondiscrimination statement.	Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate.	<i>The SFA updated the public media release template to include the current USDA nondiscrimination statement during the on-site visit. Please provide written assurance that all program materials have been updated to include the appropriate nondiscrimination statement.</i>
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General Program Compliance: SFA On-Site Monitoring

No Findings.

General Program Compliance: Local Wellness Policy

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| 5 | The public is not being notified of the existence and contents of the Local Wellness Policy. | Discussed feasible means of notifying the public about the Local Wellness Policy such as posting it on the school website. 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>The SFA uploaded the most current Local Wellness Policy to the district website during the on-site visit. No further action is required.</i> |
| 6 | The public was not notified of the results of the most recent assessment of the implementation of the Local Wellness Policy. | Discussed requirement to make the most recent assessment available to the public. Also discussed feasible means for notifying the public of the results of the most recent assessment on the implementation of the Local Wellness Policy. Specifically, posting the assessment results on the website along with the policy itself. The USDA's Local Wellness Policy Outreach Toolkit can be found at https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit . | <i>Please provide the notification provided to the public of the results of the most recent assessment of the implementation of the Local Wellness Policy. Additionally, please provide written assurance that the public will be notified of results each time the Local Wellness Policy is assessed.</i> |

General Program Compliance: Competitive Food Services

No Findings.

General Program Compliance: Professional Standards

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| 7 | 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>School Nutrition Program Director registered for in-person ServeSafe Manager training during on-site visit and is expected to complete 8 hours of food safety training by May 8, 2026. No further action is required.</i> |
| 8 | The School Business Operations Director tasked with National School Lunch Program procurement responsibilities 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 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 Business Operations Director. Additionally, please provide written assurance that annual training on Federal procurement standards will be completed annually.</i> |

General Program Compliance: Water

No Findings.

General Program Compliance: Food Safety, Storage and Buy American

No Findings.

General Program Compliance: Reporting and Recordkeeping

No Findings.

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, Safford Unified District! You have successfully completed the National School Lunch Program Administrative Review for school year 2025-2026. Well done! It is recommended to implement the new counting system as discussed on site to ensure meals are counted and consolidated accurately for reimbursement. 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	\$15.10	Disregarded
National School Lunch Program	\$116.89	Disregarded

Please submit corrective action response by June 25, 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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