



**ARIZONA DEPARTMENT OF  
EDUCATION**

**Health and Nutrition Services Division**

**Administrative Review Summary Report**

School Food Authority Name: Santa Rosa Ranch School  
 CTD: 10-91-01  
 Site: Santa Rosa Ranch School

Contacts: LaRonda Lugo, Principal and Claradene Ramon, School Cook

Review Date: February 25, 2026

Exit Conference Date: February 25, 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
<b>Performance Standard 1: Certification and Benefit Issuance – Critical Area</b>			
1	Student eligibility certification was incorrectly determined. Specifically, three students were incorrectly certified as free when the combined household income qualifies them for reduced-price. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications section(s) in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion in the USDA Manuals and Handbooks section.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student. Additionally, the certificate of completion of Step-by-Step Instruction: How to Process Household Applications must be submitted.</i>
		Required completing the training: Step-by-Step Instruction: How to Process Household Applications 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 in the Certification and Benefit Issuance section.	
2	Students without supporting eligibility documentation on file were provided free or reduced-price meal benefits. Specifically, eligibility documentation was not provided for 10 students certified as free. This contributed toward fiscal action calculations.	Discussed that students without eligibility documentation on file must be categorized as paid. Additionally discussed that all free and reduced-price applications, including applications from households determined ineligible for benefits, must be kept on file for a minimum of five years after the final claim is submitted for the fiscal year to which they pertain as is required by Arizona law and best practices of organization for eligibility documentation.	<i>Corrections have been made to the certification status of these students. Please provide written procedures that will be implemented to ensure that all free and reduced-price applications will be kept on file according to USDA's requirements and written assurance that any student without eligibility documentation will be not be provided free or reduced-price meal benefits.</i>

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| 3 | The correct conversion factors were not used on applications with more than one income frequency provided. This resulted in incorrect eligibility determinations that contributed toward fiscal action calculations. | Referred to Income Conversion Required under the Reviewing Applications Based on Income section in USDA's Eligibility Manual for School Meal found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion in the USDA Manuals and Handbooks section.<br><br>The Step-by-Step Instruction: How to Process Household Applications 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 in the Certification and Benefit Issuance section. | <i>Corrections have been made to applications. Please provide written procedures for how and when conversion factors will be utilized and written assurance that the correct conversion factors will be applied to income applications with multiple frequencies.</i> |
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**Performance Standard 1: Meal Counting and Claiming – Critical Area**

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| 4 | Meal count totals by eligibility category were not correctly combined and recorded at breakfast and lunch 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 by eligibility category are correctly combined and recorded, including the date of implementation.</i> |
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**Performance Standard 2: Meal Components & Quantities – Critical Area**

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| 5 | On the day of review, it was observed that 46 breakfasts counted for reimbursement did not contain all of the required meal components. Specifically, 45 breakfasts were observed with only two of the three required items and one breakfast did not contain at least 1/2 cup of fruit or vegetable on the day of review. 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. Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. The Recognizing a Reimbursable Breakfast Meal at the Point of Service Recorded 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> . The Recognizing a Reimbursable Breakfast Meal at the Point of Service Webinar Slides can also 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 in the Operations section. | <i>Please provide a written description of the changes that have been made to ensure that all breakfasts counted for reimbursement contain all of the required meal components. Additionally, the certificate of completion of Recognizing a Reimbursable Breakfast Meal at the Point of Service must be submitted.</i> |
| 6 | Fluid milk was not available in at least two varieties at breakfast on the day of review. 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 one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i>  |
| 7 | The following products could not be credited towards the meal pattern due to insufficient documentation: Meatloaf and Dinner Roll.   | Discussed requirements regarding processed product documentation and provided examples.   | <i>Please provide a standardized recipe sheet with the supporting nutrition information, Child Nutrition (CN) label, and/or Product</i>   |

<p>Without sufficient documentation, the reviewer was unable to determine if Meat/Meat Alternate and Grain quantity requirements were met at lunch on the day of review. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p>	<p>The CN Labels and Product Formulation Statements Recorded Webinar can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion in the Menu Planning/ Meal Pattern section.</p> <p>The CN Labels and Product Formulation Statements Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion in the Menu Planning/ Meal Pattern section. Please note that repeated violations involving food quantities may result in fiscal action.</p>	<p><i>Formulation Statement (PFS) for Meatloaf and Dinner Roll. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.</i></p>
<p>8 During the week of review, at least 80% of grains served at breakfast and lunch were not whole grain-rich. Specifically, only 76% of grains served at breakfast and 12.82% of grains served at lunch during January 5-9, 2026 were whole grain-rich.</p>	<p>Discussed requirement for at least 80% of grains served to be whole grain-rich, how to identify whole grain-rich items, and potential changes to the menu to increase whole grain-rich percentage. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria 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.</p>	<p><i>Please provide one week of breakfast and lunch production records and supporting documentation (e.g., Child Nutrition label, Product Formulation Statement, ingredient lists, Nutrition Facts labels, etc.) that demonstrate at least 80% of grains served at breakfast and lunch were whole grain-rich.</i></p>
<p>9 The following products could not be credited towards the meal pattern due to insufficient documentation: Honey Nut Cheerios. Without sufficient documentation, the reviewer was unable to determine if weekly grain quantity requirements were met at breakfast. Additionally, compliance with added sugar limits could not be determined. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p>	<p>Discussed requirements regarding processed product documentation and provided examples.</p> <p>The CN Labels and Product Formulation Statements Recorded Webinar can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion in the Menu Planning/ Meal Pattern section.</p> <p>The CN Labels and Product Formulation Statements Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion in the Menu Planning/ Meal Pattern section. Please note that repeated violations involving food quantities may result in fiscal action.</p>	<p><i>Please provide a Product label and/or Product Formulation Statement (PFS) for Honey Nut Cheerios. If unable to provide a Product label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation.</i></p>
<p>10 The following products could not be credited towards the meal pattern due to insufficient documentation: Nachos with Beef and Beans, Pork Chop, and Roasted Beef Sandwich. Without sufficient documentation, the reviewer was unable to determine if daily and weekly Meal/Meat-Alternate quantity requirements were met at lunch. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.</p>	<p>Discussed requirements regarding processed product documentation and provided examples.</p> <p>The CN Labels and Product Formulation Statements Recorded Webinar can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion in the Menu Planning/ Meal Pattern section.</p>	<p><i>Please provide a standardized recipe sheet with the supporting nutrition information, Child Nutrition (CN) label and/or Product Formulation Statement (PFS) for Nachos with Beef and Beans, Pork Chop, and Roasted Beef Sandwich. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be</i></p>

contribute toward fiscal action calculations.

The CN Labels and Product Formulation Statements Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Menu Planning/ Meal Pattern section. Please note that repeated violations involving food quantities may result in fiscal action.

*assurance that a product will not be credited towards the meal pattern without proper crediting documentation.*

11 The following product could not be credited towards the meal pattern due to insufficient documentation: Nachos with Beef and Beans. Without sufficient documentation, the reviewer was unable to determine if daily grain quantity requirements were met at lunch. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.

Discussed requirements regarding processed product documentation and provided examples. The CN Labels and Product Formulation Statements Recorded Webinar can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Menu Planning/ Meal Pattern section.

*Please provide a standardized recipe sheet with the supporting nutrition information, Child Nutrition (CN) label and/or Product Formulation Statement (PFS) for Nachos with Beef and Beans a Child Nutrition (CN) label and/or Product Formulation Statement (PFS) for Nachos with Beef and Beans. If unable to provide a standardized recipe sheet with the supporting nutrition information label or PFS, please provide written assurance that the product will no longer be offered/served to students.*

The CN Labels and Product Formulation Statements Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Menu Planning/ Meal Pattern section. Please note that repeated violations involving food quantities may result in fiscal action.

12 The following product could not be credited towards the meal pattern due to insufficient documentation: Salad. Without sufficient documentation, the reviewer was unable to determine if daily vegetable quantity requirements were met at lunch. This was not a repeat finding from the previous cycle and therefore did not contribute toward fiscal action calculations.

Discussed requirements regarding processed product documentation and provided examples. The CN Labels and Product Formulation Statements Recorded Webinar can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Menu Planning/ Meal Pattern section.

*Please provide a standardized recipe sheet with the supporting nutrition information, a Child Nutrition (CN) label and/or Product Formulation Statement (PFS) for the Salad. If unable to provide a standardized recipe sheet with the supporting nutrition information, CN label or PFS, please provide written assurance that the product will no longer be offered/served to students.*

The CN Labels and Product Formulation Statements Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the Menu Planning/ Meal Pattern section. Please note that repeated violations involving food quantities may result in fiscal action.

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| 13 | An individual separate from the application approval process has not been designated as the hearing official.   | Discussed that the hearing official must be an individual who was not involved in determining the eligibility under appeal. Additionally discussed appropriate school officials who could be designated. Referred to Hearing Procedure section in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion in the USDA Manuals and Handbooks section.  | <i>Please provide the name and title of the individual designated as the hearing official. Additionally, please provide documentation to demonstrate where households are notified of the hearing official.</i>   |
| 14 | Direct certification matches were not conducted according the proper time frames. Specifically, direct certification was not conducted three months after the initial effort and six months after the initial effort.                                   | Discussed that direct certification must be conducted, at a minimum: at or around the beginning of the school year, three months after the beginning of the school year, and six months after the beginning of the school year. Referred to the Direct Certification for Assistance Programs section in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion in the USDA Manuals and Handbooks section.<br><br>The NSLP At A Glance Calendar for School Food Authorities 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 Calendar and Checklists accordion. | <i>Please provide a written description of the changes that have been implemented to ensure direct certification will be conducted according to the proper timeframes. Additionally, please provide written assurance that, moving forward, direct certification will be run three months after the initial effort and six months after the initial effort.</i> |
| 15 | The benefit issuance document is not being updated in a timely manner to reflect changes in eligibility, new students, transfer students, and withdrawn students. Specifically, withdrawn students were not removed from the benefit issuance document. | Discussed potential changes that can be made to system to ensure that updates are made in a timely manner. Additionally, discussed that schools must make a determination and notify the household of its eligibility status within 10 days of receiving the application. The Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) 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 in the Certification and Benefit Issuance section.   | <i>Please provide written procedures for updating the benefit issuance document to reflect changes in eligibility, new students, transfer students, and withdrawn students in a timely manner. Additionally, please provide the certificate of completion for Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) must be submitted.</i>  |

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**Meal Access & Reimbursement: Verification**

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| 16 | The person designated as the verification confirming official is the same person who made the initial eligibility determination. | Discussed that the confirmation review must be done by an individual other than the individual who made the initial eligibility determination. The Online Training: Verification Review 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 in the Verification section. | <i>Please provide the name and title of the individual designated as the confirming official. Additionally, please provide written assurance that the person designated as the confirming official will not be the same person who made the initial eligibility determination.</i> |
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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.

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**Meal Access & Reimbursement: Meal Counting and Claiming**

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17 Daily edit checks are not being conducted.	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.  The Step-by-Step Instruction: How to Complete Daily Edit Checks 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 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 daily edit checks will be conducted. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete Daily Edit Checks must be submitted.</i>
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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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18 Offer versus Serve (OVS) was not implemented properly. Specifically, meals were pre-plated preventing students from refusing components.	Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. Reviewed menu and discussed options for a reimbursable meal under OVS. USDA's Offer Versus Serve Manual can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion in the USDA Manuals and Handbooks section.	<i>Please provide a written description demonstrating how OVS will be implemented properly. Additionally, please provide written assurance that moving forward, OVS will be implemented properly. If no longer implementing OVS, please provide a written description of changes that have been made to meal service to ensure only reimbursable meals are served.</i>
19 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 <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> 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 or 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**

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*No Findings.*

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**Resource Management**

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20 Adult meal prices were not reviewed or established to ensure 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.	Discussed ways to determine adult meal prices which included a per meal cost analysis and pricing utilizing the Adult Meal Pricing Tool. For Pricing Sites: the paid meal price plus the amount of reimbursement received for a paid meal plus the per meal value of entitlement and bonus commodities for pricing programs. Referred to Adult Meal Pricing Tool located on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms/">https://www.azed.gov/hns/nslp/forms/</a> under the Financial accordion.	<i>Please provide a written description of the steps taken to review and establish adult meal prices to ensure the nonprofit food service account is fully reimbursed for the cost of serving adult meals. Additionally, please provide written assurance that adult meal prices will be reviewed at least annually and adjusted as necessary to ensure sufficient reimbursement to the nonprofit food service account and that supporting documentation will be maintained.</i>
21 A system or process to sufficiently separate nonprogram food revenue and costs from program food revenue and costs has not been implemented. Specifically, the SFA did not have a processes in place for tracking revenues and costs of individual items provided to students a la carte or assessing compliance with nonprogram food revenue.	Discussed feasible methods for separating revenues and costs from program foods from revenues and costs from nonprogram foods. Discussed revenue from nonprogram foods requirements and provided with Nonprogram Food Revenue Tool. Referred to USDA Memo SP 39-2011: Guidance on Paid Lunch Equity and Revenue from Nonprogram Foods.	<i>Please provide a description of the systems that will be developed to separate nonprogram food revenue from program food revenue. If no longer providing nonprogram foods to students, please provide a written description of changes that have been made to meal services to ensure only program foods (reimbursable meals) are provided.</i>

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**General Program Compliance: Civil Rights**

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22 Notification of benefits letters did not include the long USDA nondiscrimination statement.	Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and when the long statement is required.	<i>Please provide an updated notification of benefits letter with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials related to eligibility for meal benefits have been updated to include the long nondiscrimination statement.</i>
23 The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the Procedures for Complaints, School Breakfast Program outreach, Summer Program Material, and Public Media Release did not contain the most current USDA nondiscrimination statement.	Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and whether long or short statement would be most appropriate.	<i>Please provide an updated procedures for complaints with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>
24 The public media release did not contain all required sections. Specifically, it did not contain the free and reduced-price Income Eligibility Guidelines.	Discussed schools operating the National School Lunch Program and/or School Breakfast Program must provide public notification regarding the availability of school meals and the eligibility criteria at or near the beginning of the school year. Referred to the template release that 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 Outreach accordion.	<i>Please provide a copy of updated public media release template that includes all required elements.</i>

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**General Program Compliance: SFA On-Site Monitoring**

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*Not Applicable.*

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**General Program Compliance: Local Wellness Policy**

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25 The review and update of the Local Wellness Policy, as specified in the policy itself, is not occurring nor is documentation being kept on file to support this.	Discussed why the review and update is not occurring and what can be done to ensure this occurs as specified in the Local Wellness Policy. Discussed maintaining records to document compliance. The Local Wellness Policy Final Rule: Guidance and Tools From ADE 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.	<i>Please provide a written description of how the Local Wellness Policy will be reviewed and updated as well as how reviews and updates will be documented.</i>
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**General Program Compliance: Competitive Food Services**

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*Not Applicable.*

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**General Program Compliance: Professional Standards**

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26 Documentation was not provided to demonstrate that the School Nutrition Program Director hired on or after July 1, 2015 met the required hiring standards for LEAs with a student enrollment of 2,499	Discussed how to complete the New Director Hire form and ensure to attach all supporting education and work experiences to document Director hiring compliance with the USDA Professional Standards Final Rule, effective July 1, 2015. Referred to hiring standard requirements and discussed with appropriate district HR/school staff. 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 a completed New Director Hire form and all applicable supporting documentation to assess compliance with hiring standards. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i>
27 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>
28 Documentation was not provided to demonstrate management or staff tasked with National School Lunch Program procurement responsibilities have 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 management or 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**

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*No Findings.*

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

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| 29 | Documentation was not maintained to support that the school received two food safety inspections from the local health department each school year, or that the school requested two food safety inspections each year from the local health department.   | Discussed that each site operating must obtain two food safety inspections from the local health department per school year or maintain documentation to show that two food safety inspections were requested from the local health department each school year.  | <i>Please provide documentation to support that two food safety inspections were received during the school year or documentation to support that two food safety inspections were requested from the local health department each school year will be maintained. Additionally, please provide written assurance that two food safety inspections will be requested from the local health department each year and documentation of the request will be kept on file for 5 years.</i> |
| 30 | The most recent food safety inspection report was not posted in a prominent location visible to all program participants.  | Discussed making copies of most recent report and feasible places for posting, such as the main dining area, meal service line, school bulletin board, or front office.   | <i>Please provide a photo demonstrating that the most recent food safety inspection report has been posted in a location where the program participants can view it. Additionally, please provide written assurance that it will be updated each time the school receives a food safety inspection.</i>  |
| 31 | Storage violations were observed. Specifically, a food container exhibiting visible mold growth was identified in refrigerated storage during the on-site review. This condition is not compliance with Arizona Food Code Section 3-101.11, which requires that food be safe, unadulterated, and honestly presented.                               | Discussed proper food storage and monitoring procedures. Advised to immediately discard any spoiled or adulterated food items including those exhibiting visible mold. Discussed implementing routine internal checks of refrigerated storage areas to ensure food remains safe. Referred to Arizona's School Food Safety Guidance 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 Food/Health Safety accordion. Additionally, discussed 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 a written description of the changes that have been made to correct the storage violations found.</i>  |
| 32 | The following products observed at Santa Rosa Ranch 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: Dole Canned Tropical Fruit Salad, Product of Thailand; Tomatoes and Cucumbers, Product of Mexico; Grapes, Product of Peru. | 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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- 33 Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: Turkey Sausage, Whole Wheat Toast, Biscuit and Gravy, Lettuce, Tomatoes, Spaghetti with Meat Sauce, Hamburger, Whole Wheat Bun, Pickle Spear, and Brown Rice.
- 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.
- 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.*

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

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*No Findings.*

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

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*Not Applicable.*

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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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*Not Applicable.*

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

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*Not Applicable.*

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

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*Not Applicable.*

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**Comments/Recommendations:**

Congratulations, Santa Rosa Ranch School has successfully completed the administrative review for the 2025-2026 school year. It is recommended that trainings in Meal Components and Quantities, and other general compliance areas, are completed throughout the year to strengthen overall program understanding. It is also recommended that internal compliance checks are conducted periodically in these critical areas to maintain program integrity. Thank you for your cooperation during the review process.

**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	\$414.72	Disregarded

National School Lunch Program	\$744.43	Assessed
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Please submit corrective action response by May 29, 2026 to Jackie Rodriguez at Jackie.Rodriguez@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

\_\_\_\_\_  
 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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