



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: St David Unified District

CTD: 02-02-21

Sites: St David High School and St David Elementary School

Contacts: Kyle Hart, Superintendent & Jennifer Lopshire, Food Service Director

Review Date: April 23, 2026

Exit Conference Date: April 23, 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

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| 1 | Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1/2 cup vegetable was served on March 3, 2026 at St David High School, when 1 cup is required daily at lunch for grades 9-12. This was determined to be a repeat finding from the previous cycle 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 (e.g., changes in serving utensils, recipes, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. | <i>Please provide a written description of the changes that have been made to ensure that daily vegetables quantities at lunch meet minimum amounts required by the meal pattern for grades 9-12 at St David High School.</i> |
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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

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| 2 | Daily edit checks for are not being conducted appropriately. Specifically, the attendance factor on the daily edit check for St David High School 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 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 St David 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

No Findings

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings

Resource Management

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| 3 | Meals served to adults were not priced so that the adult payment was sufficient to cover the overall cost of the meal as required. Specifically, during the review period, the SFA charged \$5.00 for adult lunches instead of the required minimum of \$5.02 based on Adult Meal Pricing Tool. | 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. 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 https://www.azed.gov/hns/nslp/forms/ under the Financial accordion. | <i>Please provide a written description of the steps which have been taken to increase adult lunch prices, including the exact formula used to price adult meals. Additionally, please provide documentation demonstrating the prices have been increased to the appropriate level and documentation supporting that (\$0.02 x 39) \$0.78 of non-Federal funds were used to cover the price of serving adult lunches served during the review period.</i> |
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General Program Compliance: Civil Rights

No Findings

General Program Compliance: SFA On-Site Monitoring

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| 4 | On-site reviews of the lunch meal counting and claiming procedures for all sites within the SFA are not being conducted each year prior to February 1. Specifically, on-site reviews are not being conducted at St David High School and St David Elementary School. | Discussed that every school year, each school food authority with more than one school shall perform no less than one on-site review of the counting and claiming system for each school under its jurisdiction prior to February 1. The Internal On-Site Monitoring Form - Lunch template can be found on ADE's website at https://www.azed.gov/hns/nslp/forms/ under the Operational accordion. Discussed who would be responsible for completing this each year. | <i>Please provide a completed Internal On-Site Monitoring Form of the Meal Counting and Claiming System for lunch at St David High School and St David Elementary School. Additionally, please provide a written description of the process that has been put in place to ensure that all sites receive an on-site review of the meal counting and claiming procedures at lunch each year prior to February 1.</i> |
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| <p>5 On-site reviews of the breakfast meal counting and claiming procedures for all sites within the SFA are not being conducted each year prior to February 1. Specifically, on-site reviews are not being conducted at St David High School and St David Elementary School.</p> | <p>Discussed that every school year, each school food authority with more than one school shall perform no less than one on-site review of the counting and claiming system for each school under its jurisdiction prior to February 1. The Internal On-Site Monitoring Form - Lunch template can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. Discussed who would be responsible for completing this each year.</p> | <p><i>Please provide a completed Internal On-Site Monitoring Form of the Meal Counting and Claiming System for breakfast at St David High School and St David Elementary School. Additionally, please provide a written description of the process that has been put in place to ensure that all sites receive an on-site review of the meal counting and claiming procedures at breakfast each year prior to February 1.</i></p> |
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General Program Compliance: Local Wellness Policy

No Findings

General Program Compliance: Competitive Food Services

Not Applicable

General Program Compliance: Professional Standards

No Findings

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

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| 6 | Production records do not support that the At-Risk Afterschool Meals served at St David Elementary School meet meal pattern requirements served at afternoon snack. Specifically, insufficient portion of fruit component of 4 oz dried apple on March 23 and 25, and 2 oz apple slices were served on March 30, 2026, when 3/4 cup is required daily. Additionally, grain-based desserts that do not count towards meeting the grains requirements were served on March 23, 24, 25 and 26, 2026. | 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 Snack Menu for the Afterschool Care Snack Program can be found on ADE's website at https://www.azed.gov/hns/afterschool/trainin gforSFAs under the How-To Guides accordion. | <i>Please provide copies for St David Elementary School 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. Additionally, the certificate of completion for Step-by-Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program.</i> |
| 7 | An Afterschool Snack Program (ASP) monitoring review was not conducted within the first four weeks of operation at St David Elementary School. Also, an Afterschool Snack Program (ASP) monitoring review for St David Elementary School was not conducted twice during the school year. | Discussed SFAs are required to perform no less than two on-site snack service reviews of the At-Risk Afterschool Meals each year, one occurring within the first four weeks of operation. The At-Risk Afterschool Meals Site Review Form for Snacks can be found on ADE's website at https://www.azed.gov/hns/afterschool/progra mforms under the Operational accordion. | <i>Please provide a completed At-Risk Afterschool Meals Site Review Form for Snacks for St David Elementary School. Additionally, please provide a written description of the process that has been put in place to ensure that all sites operating At-Risk Afterschool Snacks will receive two on-site reviews each year, one occurring within the first four weeks of operation.</i> |

Comments/Recommendations:

Congratulations! St David Unified District has completed the administrative review for the 2025-2026 school year. Your commitment to operating compliant and effective programs is commendable. The care and effort you put into supporting student well-being is clearly evident and deeply appreciated.

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.

