



**ARIZONA DEPARTMENT OF
EDUCATION**

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Yuma Elementary District

CTD: 14-04-01

Sites: George Washington Carver Elementary School, Dorothy Hall Elementary and Ron Watson Middle School

Contacts: Jamie Sheldahl, Superintendent and Lisa Thrower, Child Nutrition Director

Review Date: April 21-23, 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
-----	--------------------------------	-------------------------------	----------------------------

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 to grades K-8. Specifically, 5 oz eq of grain-based desserts were served at lunch during the week of review at Ron Watson Middle School, Dorothy Hall Elementary, and George Washington Carver Elementary School.	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 for Ron Watson Middle School, Dorothy Hall Elementary, and George Washington Carver Elementary School. 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	Breakfast cereals provided to students on the day of review and the review period exceeded the allowable added sugar limits. Specifically, Honey Nut Cheerios cereal served on the day of review at Ron Watson Middle School and during the review period at George Washington Carver Elementary School, contained 9 grams of added sugar per dry ounce when no more than 6 grams of added sugars per dry ounce is allowable.	Discussed that beginning July 1, 2025, breakfast cereals may have no more than 6 grams of added sugars per dry ounce. Referred to USDA's Added Sugars webpage at https://www.fns.usda.gov/cn/school-nutrition-standards-updates/added-sugars .	<i>Please provide the Nutrition Facts label for the product that will replace honey nut cereal. Additionally, please provide written assurance that all breakfast cereals provided to students will contain no more than 6 grams of added sugars per dry ounce.</i>

<p>3 The meal service was not structured to comply with the meal pattern requirements for the multiple grade groups served. Specifically, separate production records were not maintained for meals served to non-commingled preschool students during lunch at Dorothy Hall Elementary.</p>	<p>Discussed allowable meal pattern grade groups per the grades served and feasible options for structuring the meal service to comply with requirements.</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

<p>4 The sponsor application in CNPWeb indicated that SFA is using the notification letter provided by ADE when the SFA is using a custom notification letter.</p>	<p>Discussed steps required to update the sponsor application in CNPWeb to reflect current practice of utilizing a custom notification letter.</p>	<p><i>Please resubmit a sponsor application indicating that a custom notification letter is being used. Additionally, please provide written assurance that the Sponsor Application in ADE's CNPWeb will accurately reflect current practices.</i></p>
--	--	--

Meal Access & Reimbursement: Verification

<p>5 An incorrect number of applications were selected for verification based on the sampling method used. Specifically, 20 applications should have been verified using the Standard sampling method; however, 21 applications were actually verified during verification in School Year 2025-2026.</p>	<p>Discussed correct calculation of sample size to ensure that no more than the number of applications calculated are selected for verification. Referred to Verification Sample Size Calculators located in CNP Verification Reporting application on the ADEConnect website at https://www.azed.gov/hns/nslp/forms under the Sample Size Calculator section.</p> <p>Also, referred to Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/training under the Verification section.</p> <p>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.</p>	<p><i>Please provide written procedures for how the verification sample size will be determined in the future.</i></p>
--	---	--

Meal Access & Reimbursement: Meal Counting and Claiming

No findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings.

Resource Management

- 6 Meals served to teachers, administrators, custodians, and other adults were not priced appropriately to ensure that adult meal payments, combined with any additional per-meal revenues (such as State or local fringe benefits, payroll funds, or support from voluntary agencies), were sufficient to cover the full cost of the meals. Specifically, based on the free reimbursement rates, performance-based reimbursement, and current USDA food value, the School Food Authority (SFA) should be charging \$3.25 for breakfast and \$5.01 for lunch; however, the SFA was charging \$3.00 for breakfast and \$4.00 and \$5.00 for lunch at the non-pricing sites.
- 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.
- Please provide a written description of the steps which have been taken to increase adult meal 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 \$174.40 of non-Federal funds were used to cover the price of serving adult meals served during the review period.*

General Program Compliance: Civil Rights

No findings.

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

- 7 The Local Wellness Policy did not contain all required elements. Specifically, the Local Wellness Policy did not contain goals for nutrition promotion and policies for food and beverage marketing.
- Discussed feasible options for nutrition promotion goals that can be written into the Local Wellness Policy. Discussed activity ideas which included offering contests, surveys, promotions and/or taste testing, providing information to families to encourage consumption of healthy foods at home, and displaying nutrition and health posters throughout campus. Additionally discussed updating the Local Wellness Policy to include policies that allow marketing and advertising of only those foods and beverages that meet Smart Snacks Standards during the school day. Explained that this requirement applies to exterior vending machines, posters, menu boards, coolers, trash cans and cups used for beverage dispensing. 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.
- Please provide a written plan for how specific goals for nutrition promotion and policies for food and beverage marketing that will be added to the Local Wellness Policy. The plan should include draft language of the element to be added, who will be involved in updating the Local Wellness Policy, and the date the update is expected to be completed. Additionally, provide written assurance that the Local Wellness Policy will be specific to your institution.*

General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

No findings.

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

- | | | |
|---|--|---|
| 8 Storage violations were observed. Specifically, FIFO (First In, First Out) method of inventory management is not in place at Dorothy Hall Elementary. | Discussed specific violations and feasible solutions. Referred to Arizona's School Food Safety Guidance found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety accordion. Additionally, discussed Food Safety Online Training Library can be found on ICN's website at https://theicn.org/icn-resources-a-z/food-safety/ . | <i>Please provide a written description of the changes that have been made to correct the storage violations found.</i> |
|---|--|---|

General Program Compliance: Reporting and Recordkeeping

- | | | |
|--|--|---|
| 9 Production record crediting is inaccurate at the following sites: George Washington Carver Elementary School and Ron Watson Middle School. Specifically, the following items did not reflect correct crediting information: yogurt parfait, coco puff cereal, and honey nut cheerios served at breakfast, and iceberg lettuce served at lunch. | 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. | <i>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 breakfast and lunch production records for 5 consecutive days demonstrating that it is no longer included for George Washington Carver Elementary School and Ron Watson Middle School.</i> |
| 10 Production records do not clearly document all grains and meat/meat alternate served during the review period and on the day of review at George Washington Carver Elementary School and Dorothy Hall Elementary. Specifically, Peanut butter Jelly Smuck were served with string cheese and crackers; however, items were not included on the production records. Reviewer was able to confirm components served via recipe documentation and through on-site visit. | Discussed production records requirement, with an emphasis on ensuring that all meal components are clearly documented in the appropriate quantities for each grade/age group served. | <i>Please provide copies of completed lunch production records for 5 consecutive days, for George Washington Carver Elementary School and Dorothy Hall Elementary, as well as written assurance that production records will be completed accurately.</i> |
| 11 Reports are not submitted to the State agency as required. Specifically, the submitted site application in CNPWeb indicated that Dorothy Hall Elementary site application does not indicate that Pre-K is served; however, Pre-K students are served at the site. | Discussed steps required to update the site application in CNPWeb to reflect current practice of all grades served at the site, including notifying the assigned specialist approving applications of the update. | <i>Updated application has been submitted reflecting Pre-K students are served at Dorothy Hall Elementary. Please provide written assurance that the site applications in CNPWeb will be updated to accurately reflect current practices whenever site operations change.</i> |

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

No findings.

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

No applicable.

Comments/Recommendations:

Congratulations on the successful completion of your Administrative Review! Your dedication, preparation, and collaborative approach throughout the process were truly commendable. You are making a meaningful impact through your implementation of the National School Lunch Program, and it was a pleasure to visit your schools. Your continued commitment to excellence is helping to shape a brighter future for the students you serve—thank you for all that you do. To ensure accurate menu crediting and maintain compliance with program requirements, the following best practices are recommended:

Standardize Documentation Practices

Maintain complete and up-to-date documentation for all menu items, including:

Standardized recipes

Product formulation statements (PFS)

Child Nutrition (CN) labels

Nutrition Facts labels with ingredient lists

Ensure documentation clearly supports meal pattern contributions for each component

Utilize Official Crediting Resources

Consistently reference USDA Food Buying Guide (FBG) tools to determine creditable amounts.

Use the FBG calculator and recipe analysis tools for scratch or modified recipes.

Apply USDA guidance for crediting combination foods and commercially prepared items.

