



**ARIZONA DEPARTMENT OF
EDUCATION**

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Chinle Unified District
 CTD: 01-02-24
 Site: Canyon De Chelly Elementary School and Tsaile Elementary School

Contacts: Quincy Natay, Superintendent and Priscine Jones, Business Manager

Review Date: March 24-25, 2026

Exit Conference Date: March 25, 2026

Review Period: February 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 Daily meal count sheets were not correctly consolidated at breakfast during the review period at Tsaile Elementary School. This was deemed a non-systemic error and did not contribute 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 daily meal count totals are correctly combined and recorded, including the date of implementation.</i>
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Performance Standard 2: Meal Components & Quantities – Critical Area

2 Food quantities served at lunch during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1/4 cup of Bean/Peas (Legumes) was served on February 2-6, 2026 at Canyon De Chelly Elementary School and Tsaile Elementary School when 1/2 cup is required weekly at lunch for grades K-8. This was not a repeat finding from the previous cycle and therefore did not contribute 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 weekly Beans/Peas (Legumes) quantities at lunch meet minimum amounts required by the meal pattern.</i>
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The Step-by-Step Instruction: How to Plan a Lunch Menu 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.

The Using Appropriate Serving Utensils 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 Operations section.

The Using Appropriate Serving Utensils 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 Operations section. Please note that repeated violations involving food quantities may result in fiscal action.

Meal Access & Reimbursement: Certification and Benefit Issuance

No Findings.

Meal Access & Reimbursement: Verification

No Findings.

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

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| <p>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, \$3.00 was charged for breakfast and \$4.00 for lunch between February 2 - February 6, 2026 when a minimum of \$3.245 should be charged for breakfast and \$5.015 for lunch.</p> | <p>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.</p> | <p><i>An updated Adult Meal Pricing Tool was completed by the SFA. Please provide documentation demonstrating the prices have been increased to the appropriate level and documentation supporting that \$98.63 of non-Federal funds were used to cover the price of serving adult meals served during the review period.</i></p> |
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General Program Compliance: Civil Rights

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| 4 | The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the Medical Statement for Students with Special Diets did not contain the most current 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>Please provide an updated Medical Statement for Students with Special Diets with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
| 5 | Procedures for Complaints did not include the long USDA nondiscrimination statement. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and when the long statement is required. | <i>Please provide an updated Procedures for Complaints 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> |

General Program Compliance: SFA On-Site Monitoring

No Findings.

General Program Compliance: Local Wellness Policy

No Findings.

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

No Findings.

General Program Compliance: Reporting and Recordkeeping

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| 6 | Production record crediting is inaccurate. Specifically, the following items did not reflect correct crediting information: Chicken Caesar Wrap. | 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 production records for 5 consecutive days demonstrating that it is no longer included.</i> |
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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

No Findings.

Other Federal Program Reviews: Special Milk Program

Not Applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

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| <p>7 An on-site At-Risk snack service review was not completed within the first four weeks of operation at Tsaille Elementary School.</p> | <p>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/progr amforms under the Operational accordion.</p> | <p><i>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></p> |
| <p>8 An on-site At-Risk Supper meal service review was not completed by February 1 at Canyon De Chelly Elementary School and Tsaille Elementary School.</p> | <p>Discussed SFAs are required to perform no less than one on-site meal service review of the At-Risk Afterschool Meals by February 1 each year. The At-Risk Afterschool Meals Site Review Form for Meals https://www.azed.gov/hns/afterschool/progr amforms under the Operational accordion.</p> | <p><i>Please provide a completed At-Risk Afterschool Meals Site Review Form for Meals. Additionally, please provide a written description of the process that has been put in place to ensure that all sites operating At-Risk Afterschool Meals will receive a review prior to February 1 annually.</i></p> |
| <p>9 Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, a grain-based dessert (mini chocolate chip cookies) was served as the grain component on at Canyon De Chelly Elementary School and Tsaille Elementary School on February 5, 2026 when grain-based desserts are not creditable toward the grain component in the Afterschool Snack meal pattern. This contributed towards fiscal action calculations.</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 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.</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. Additionally, the certificate of completion for Step-by-Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program..</i></p> |

Comments/Recommendations:

Congratulations! Chinle Unified District has completed the administrative review for the 2025-2026 school year. Thank you for your hospitality and organization during the review process. It is evident that you are working hard to ensure your students are fed healthy meals in a welcoming environment.

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	\$0.00	Not Applicable
National School Lunch Program	\$73.08	Disregarded

Please submit corrective action response by June 5, 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 _____

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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