



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Beaver Creek Elementary District
CTD: 13-03-26
Site: Beaver Creek School

Contacts: Allie Wheeler, Principal/Superintendent and Karen DuFresne, Food Service Director

Review Date: April 22, 2026

Exit Conference Date: April 22, 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

1	An unallowable milk type was served at breakfast on the day of review. Specifically, whole milk was served when all fluid milk must be fat-free or low-fat (1% or less) to adhere to School Breakfast Program meal pattern requirements. 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. SFAs may offer students whole, reduced-fat, low-fat, and fat-free fluid milk to meet fluid milk requirements in the School Breakfast Program beginning on June 8, 2026. 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 allowable varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two allowable varieties at breakfast.</i>
2	An unallowable milk type was served at breakfast during the review period. Specifically, whole milk was served when all fluid milk must be fat-free or low-fat (1% or less) to adhere to School Breakfast Program meal pattern requirements. This was deemed a systemic error and additionally occurred on March 12, 2026. 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. SFAs may offer students whole, reduced-fat, low-fat, and fat-free fluid milk to meet fluid milk requirements in the School Breakfast Program beginning on June 8, 2026. 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 allowable varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two allowable varieties at breakfast.</i>

- 3 The following vegetable subgroup was not offered during the review period: Beans/Peas (Legumes). This was deemed a systemic error and additionally occurred every week during March 2026. This was determined to be a repeat finding from the previous cycle and contributed toward fiscal action calculations.
- Discussed vegetable subgroup requirements for the age/grade groups served. The Vegetable Subgroup Quick Guide can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Menu Planning accordion. 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. Please note that repeated violations involving vegetable subgroups may result in fiscal action.
- Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.*
- 4 Food quantities served at breakfast during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1/2 cup of fruit was served on March 2, 2026 when 1 cup is required daily at breakfast for grades K-8. 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 Breakfast Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Breakfast 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.
- Please provide a written description of the changes that have been made to ensure that daily fruit quantities at breakfast meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.*
- 5 Food quantities served at breakfast during the review period did not meet minimum amounts required by the meal pattern. Specifically, 3 1/2 cups of fruit were served on March 2 - March 5, 2026 when 4 cups is required weekly at breakfast for grades K-8. 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 Breakfast Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library accordion in the
- Please provide a written description of the changes that have been made to ensure that weekly fruit quantities at breakfast meet minimum amounts required by the meal pattern.*

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.

6 Food quantities served at breakfast during the review period did not meet minimum amounts required by the meal pattern. Specifically, 4 oz eq grain was served on March 2-5, 2026 when 6.5 oz eq grain is required weekly at breakfast for grades K-8. This was deemed a systemic error and additionally occurred every week during March 2026. 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 Breakfast Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern accordion.

Please provide a written description of the changes that have been made to ensure that weekly grain quantities at breakfast meet minimum amounts required by the meal pattern.

The Step-by-Step Instruction: How to Plan a Breakfast 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.

7 Yogurt provided to students during the review period exceeded the allowable added sugar limits. Specifically, the Upstate Farms Strawberry Banana Yogurt served at breakfast on March 2, 2026 contained 4 grams of added sugar per ounce when no more than 2 grams of added sugars per ounce is allowable.

Discussed that beginning July 1, 2025, yogurt may have no more than 2 grams of added sugars per ounce. Referred to USDA's Added Sugars webpage at <https://www.fns.usda.gov/cn/school-nutrition-standards-updates/added-sugars>.

Please provide the Nutrition Facts label for the product that will replace the Upstate Farms Strawberry Banana Yogurt. Additionally, please provide written assurance that all yogurt provided to students will contain no more than 2 grams of added sugars per ounce.

8 Meals served to preschool students did not meet meal pattern requirements. Specifically, the following yogurt served on March 2, 2026 at breakfast exceeded the sugar limit: Upstate Farms Strawberry Banana Yogurt. This contributed toward

Discussed yogurt served must not have more than 12 grams of added sugar per 6 ounces. Referred to [Final Rule - Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 DGAs](#).

Please provide supporting documentation (i.e., product label and Nutrition Facts label) for the yogurt product that will replace the Upstate Farms Strawberry Banana Yogurt. Additionally, provide written assurance that yogurt served to preschool students will not

Banana yogurt. This contributed toward fiscal action calculations.

Meal pattern requirements for CACFP can be found on ADE's website at <https://www.azed.gov/hns/cacfp> under the Meal Pattern accordion.

yogurt served to preschool students will not exceed the added sugar limit.

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

No Findings.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings.

Resource Management

No Findings.

General Program Compliance: Civil Rights

No Findings.

General Program Compliance: SFA On-Site Monitoring

Not Applicable.

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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| 9 | Production records did not accurately reflect the items and quantities served on the day of review. Specifically, the lunch production record indicated a 3/4 cup portion size for each vegetable option; however, it was observed and confirmed with the manager that only 1/2 cup portions of each vegetable option were served. Additionally, diced peaches were served at lunch but were not documented on the production record. | Discussed the importance of accurately documenting all food items served on production records and ensuring that portion sizes reflect what was actually provided during each meal service. Discussed required sections of production records. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide a written description of changes made to ensure that all food items and portion sizes are accurately reflected on the production records. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
| 10 | Breakfast and lunch production records provided do not indicate different portion sizes for different grade groupings. Specifically, breakfast and lunch production records do not indicate different portion sizes for preschool students. | Discussed using Production Record for Multiple Grade Groupings found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide copies of completed breakfast and lunch Production Records for Multiple Grade Groupings for 5 consecutive days.</i> |

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

- 11 Production records do not support that the At-Risk Afterschool Meals served meet meal pattern requirements. Specifically, the required vegetable component was not served at supper when 3/4 cup of vegetable is required when following the NSLP Meal Pattern.
- 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 Supper Menu Using the NSLP Meal Pattern can be found on ADE's website at <https://www.azed.gov/hns/afterschool/trainingforSFAs> under the How-To Guides accordion.
- 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 Supper Menu Using the NSLP Meal Pattern.*

Comments/Recommendations:

Congratulations, Beaver Creek Elementary District has successfully completed the administrative review for the 2025-2026 school year. It is recommended that trainings in Meal Components & Quantities are completed throughout the year. 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	\$1,775.76	Assessed
National School Lunch Program	\$4,165.16	Assessed

Please submit corrective action response by June 22, 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
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