



ARIZONA DEPARTMENT OF
EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Deer Valley Unified District

CTD: 07-02-97

Site: Constitution Elementary School, New River Elementary School, Park Meadows Elementary School and Paseo Hills School.

Contacts: Curtis Finch, Superintendent and Joan Chiarello, Director

Review Dates: December 9-12, 2025

Exit Conference Date: December 12, 2025

Review Period: November 2025

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	The following vegetable subgroup was not offered during the review period at Park Meadows Elementary School: Dark Greens. This was not a repeat finding from the previous cycle and therefore did not contribute 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.	<i>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.</i>
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Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

No findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

2	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.	Discussed steps required to update the sponsor application in CNPWeb to reflect current practice of utilizing a custom notification letter.	<i>Correction has been made to sponsor application, and no further action is required.</i>
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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

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| 3 | The family-style meal service observed was not conducted according to regulations. Specifically, supervising adults were not actively encouraging the students in class 101 at Constitution Elementary School, to try the milk component during lunch. Instead, they were promoting water at the tables for family style setting. | Discussed and provided family-style meal service guidance and how it could be implemented. Discussed who would ensure staff were trained on requirements. Additionally, referred to Family Style Meal Service in Arizona handout found on ADE's website at https://www.azed.gov/hns/cacfp/programfor.ms/ under the Preparing for the Meal Service Section. | <i>Please provide a written description of how family-style meal service will be properly implemented for preschool students.</i> |
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Resource Management

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| 4 | 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, SFA should be charging \$ 4.99 for lunch based on their reimbursement rates, performance-based reimbursement rate, and the current USDA food value for non-pricing site; however, the SFA is charging \$ 4.75 for lunch at their 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. | <i>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 \$ 17.15 of Non-Federal funds were used to cover the price of serving adult meals served during the review period.</i> |
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General Program Compliance: Civil Rights

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| 5 | The USDA nondiscrimination statement not printed on appropriate program materials. Specifically, the At-Risk Supper Menu did not include the 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 At-Risk Supper with the nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated to include the appropriate nondiscrimination statement.</i> |
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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 | <p>The production records for lunch at New River School do not clearly document all the grains served during the review period. Additionally, the records lack information on the portion sizes for salad and salsa. However, the reviewer was able to confirm the appropriate components and portion sizes served through other documentation and a site visit.</p> | <p>Discussed the importance of ensuring that all components are clearly documented in appropriate quantities.</p> | <p><i>Please provide copies of completed lunch production records for 5 consecutive days, as well as written assurance that production records will be completed accurately.</i></p> |
| 7 | <p>Breakfast and Lunch production records provided for the week of review do not indicate different portion sizes for different grade groupings. Specifically, breakfast and lunch production records do not indicate different portion sizes for pre-k at Park Meadows Elementary school, Constitution Elementary School and Paseo Hills School, when the pre-K are not Co-mingle with K-8 grade groups.</p> | <p>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.</p> | <p><i>Please provide copies of completed lunch Production Record for Multiple Grade Groupings for 5 consecutive days. Additionally, the certificate of completion of Production Record Overview must be provided.</i></p> |

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

No findings.

Comments/Recommendations:

Congratulations on successfully completing the Administrative Review! Your dedication and collaboration throughout this process have been truly commendable. Your efforts in implementing the National School Lunch Program are making a remarkable impact, and it was a pleasure to visit your schools. Keep striving for excellence—your hard work is helping to shape a brighter future for our students! I recommend using production records with sections designated for Pre-K meal service to accurately keep track of entrees served in the classroom.

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	\$0.00	Not Applicable

Please submit corrective action response by **February 9, 2026** to Amy Dixon Banire at amy.dixonbanire@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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