



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Kayenta Unified School District #27  
CTD: 09-02-27  
Site: Debbie Braff Elementary School

Contacts: Lemual Adson and Sylvia Young

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

No Findings.

#### 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

1 Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check 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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational accordion.	<i>Please provide a completed daily edit check worksheet 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.

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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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No Findings.

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**Meal Pattern & Nutritional Quality: Meal Components and Quantities**

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No Findings.

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**Resource Management**

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| 2 | 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, adult breakfast was priced at \$2.75 when it should have been at least \$3.25 and lunch was priced at \$4.75 when it should have been at least \$5.02. | 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 <a href="https://www.azed.gov/hns/nslp/forms/">https://www.azed.gov/hns/nslp/forms/</a> under the Financial accordion. | <i>SFA completed Adult Meal Pricing Tool during on-site visit, increasing adult meal prices to \$3.25 for breakfast and \$5.02 for lunch. Please provide documentation supporting that \$219.28 (215 breakfasts x \$0.50 = \$107.50; 414 lunches x \$0.27 = \$111.78) of non-Federal funds were used to cover the price of serving adult meals served during the review period.</i> |
| 3 | The SFA did not correctly calculate its non-program food ratio and its food cost ratio. Specifically, nonprogram and program food costs were not accurately calculated.   | Discussed that assessing compliance with revenue from nonprogram foods requirements ensures that revenues from the sales of nonprogram foods generate at least the same proportion of SFA revenues as they contribute to SFA food costs. Referred to Nonprogram Food Revenue Tool & Calculator located on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms/">https://www.azed.gov/hns/nslp/forms/</a> under the Financial accordion.   | <i>The SFA provided documentation demonstrating the accurate calculation of its nonprogram food ratio and its food cost ratio. No further action is required.</i>   |

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**General Program Compliance: Civil Rights**

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| 4 | The Civil Rights Compliance Form is not being completed every year by December 15. Specifically, the Civil Rights Compliance Form was completed on March 26, 2026. | Discussed requirement for completing form and how to collect racial/ethnic data from program participants. The form can be found on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> . The Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. | <i>Please provide a written description of how the Civil Rights Compliance form will be completed by December 15 each year and maintained, including the individual who will be responsible for completing the form. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form must be submitted.</i> |
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**General Program Compliance: SFA On-Site Monitoring**

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| 5 | On-site reviews of the meal counting and claiming procedures for all sites operating the National School Lunch Program and at least 50% of the sites operating the School Breakfast Program within the SFA are not being conducted each year prior to February 1. Specifically, on-site monitoring of breakfast and lunch meal counting and claiming procedures at Debbie Braff Elementary School was completed March 23, 2026. | Discussed that every school year, school food authority with more than one school shall perform no less than one on-site review of the counting and claiming system for all schools operating the National School Lunch Program and at least 50 percent of schools operating the School Breakfast Program under its jurisdiction prior to February 1. The Internal On-Site Monitoring Form - Lunch template can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational accordion. Discussed who would be responsible for completing this each year.<br>The Internal On-Site Monitoring Form - Breakfast template can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational accordion. Discussed who would be responsible for completing this each year. | <i>Please provide a written description of the process that has been put in place to ensure that all sites operating the National School Lunch Program and at least 50 percent of sites operating the School Breakfast Program receive an on-site review of the meal counting and claiming procedures at breakfast each year prior to February 1.</i> |
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**General Program Compliance: Local Wellness Policy**

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*No Findings.*

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**General Program Compliance: Competitive Food Services**

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*No Findings.*

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**General Program Compliance: Professional Standards**

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*No Findings.*

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**General Program Compliance: Water**

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*No Findings.*

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**General Program Compliance: Food Safety, Storage and Buy American**

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*No Findings.*

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**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: Whole Wheat Hot Dog Bun served on March 2, 2026, and the Whole Wheat Hoagie Roll served March 2-6, 2026. | 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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> 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**

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*No Findings.*

**Other Federal Program Reviews: Afterschool Snack Program**

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| 7 | Snack counts were not correctly combined and recorded during the review period. This 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.   | <i>Please provide a written description of changes to the system that have been implemented to ensure that snack count totals are correctly combined and recorded, including the date of implementation.</i>   |
| 8 | An Afterschool Snack Program (ASP) monitoring review was not conducted within the first four weeks of operation.                    | Discussed Afterschool Snack Program (ASP) monitoring requirements. A sample ASP monitoring form can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational accordion. | <i>Please provide written steps that will be taken to ensure that the Afterschool Snack Program will be monitored once within the first four weeks of operation, including the individual responsible for completing the monitoring review. Additionally, please provide written assurance that documentation of monitoring reviews will be maintained for a minimum of 5 years.</i> |

**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**

*Not Applicable.*

**Comments/Recommendations:**

Congratulations, Kayenta Unified School District #27! You have successfully completed the National School Lunch Program Administrative Review for school year 2025-2026. Well done! It is recommended to ensure new and updated product crediting information is correctly entered into the system as needed. It is evident that your team works very hard to provide nutritious meals to your students. Keep it up!

**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 June 30, 2026, to Megan Hoovler at [Megan.Hoovler@azed.gov](mailto:Megan.Hoovler@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.

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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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