



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Duncan Unified District  
CTD: 06-02-02  
Site: Duncan High School

Contacts: Eldon Merrell, Superintendent  
Shiloh Patton, Cafeteria Manager

Review Date: February 26, 2025  
Exit Conference Date: February 26, 2025  
Review Period: January 2025

Programs Reviewed:  National School Lunch  School Breakfast  Afterschool Snack  
 Fresh Fruit & Vegetable  Special Milk  At-Risk Afterschool Meals

---

**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**

---

No Findings.

---

**General Program Compliance: Local Wellness Policy**

---

- |   |   |  |  |
|---|---|--|--|
| 2 | The Local Wellness Policy did not contain all required elements. Specifically, the Local Wellness Policy did not contain goals for nutrition promotion and other school-based activities. | 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. Team Nutrition Resources can be found at <a href="http://www.teamnutrition.usda.gov/">http://www.teamnutrition.usda.gov/</a> . The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar 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 accordion. | <i>Please provide a written plan for how specific goals for nutrition promotion 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.</i> |
|---|---|--|--|

- |   |  |  |  |
|---|--|--|--|
| 3 | The review and update of the Local Wellness Policy, as specified in the policy itself, is not occurring nor is documentation being kept on file to support this. | Discussed why the review and update is not occurring and what can be done to ensure this occurs as specified in the Local Wellness Policy. Discussed maintaining records to document compliance. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar 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 accordion.   | <i>Please provide a written description of how the Local Wellness Policy will be reviewed and updated as well as how reviews and updates will be documented.</i>   |
| 4 | A recent assessment of the implementation of the Local Wellness Policy has not been conducted.   | Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with their Local Wellness Policy, how the LEA's Local Wellness Policy compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. [Note if SFA has decided upon an assessment method or tool.] Additionally, discussed feasible means for notifying the public of the results of the most recent assessment. Sample evaluation tools 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 Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful Webinar 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 accordion. | <i>Please provide a written plan for conducting an assessment of the implementation of the Local Wellness Policy. This plan must include who will be designated as the oversight official, who will be invited to participate in the assessment process, and the date by which the assessment is expected to be completed.</i> |

---

**General Program Compliance: Competitive Food Services**

---

No Findings.

---

**General Program Compliance: Professional Standards**

---

- |   |  |   |  |
|---|--|---|--|
| 5 | The School Nutrition Director and Business Manager have not completed annual training on Federal procurement standards.  | Discussed that school nutrition program directors, management, and staff tasked with National School Lunch Program procurement responsibilities must complete annual training on Federal procurement standards annually. Additionally discussed that procurement training may count towards the professional standards training standards. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program 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 Build Your Employees Training Plans accordion. Procurement Basics training 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 the certificate of completion of Procurement Basics (or an equivalent training on Federal procurement standards) for Business Manager. Additionally, please provide written assurance that annual training on Federal procurement standards will be completed annually.</i>  |
| 6 | Professional Standards training hours are not being adequately tracked. Specifically, there is no comprehensive tracking system in place. Employee trainings are received through a variety of sources (through multiple software programs) and while these records are kept separately there is no system to combine trainings and ensure that hours are met per employee annually. | Discussed feasibility of different tracking methods for the school year. Suggested creating their own training tracker with all required information or upgrading current software system which does provide a sufficient tracking report. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors 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 Professional Standards training hours will be tracked and utilized to ensure that all School Nutrition Program staff meet their training requirements. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i> |

---

**General Program Compliance: Water**

---

No Findings.

---

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

---

No Findings.

---

**General Program Compliance: Reporting and Recordkeeping**

---

No Findings.

---

**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 2025 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**

---

Not Applicable.

---

**Comments/Recommendations:**

---

Thank you Duncan Unified District for participating in the National School Lunch Program and completing the administrative review for this school year! For a small team you do great work! The students were definitely excited about lunch and the colorful salad bar. I had a great time with you all while on-site. Keep up the great work!

**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 Assessed?**

- |  |                                    |        |
|--|------------------------------------|--------|
| <input checked="" type="checkbox"/> No- SBP  | <input type="checkbox"/> Yes- SBP  | \$0.00 |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | \$0.00 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **April 27, 2025** to Danielle Kirksey at [Danielle.Kirksey@azed.gov](mailto:Danielle.Kirksey@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

Tom Hirono, Superintendent of Public Instruction  
1535 West Jefferson Street • Phoenix Arizona 85007 • [www.azed.gov](http://www.azed.gov)  
“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.