



**Arizona Department of Education
Health and Nutrition Services Division**

Administrative Review Summary Report

School Food Authority Name: The Paideia Academies, Inc

CTD: 07-82-06

Site: The Paideia Academy of South Phoenix

Contacts: Brian Winsor, Principal; Dawn Torres-Rivas, NSLP/Transportation Coordinator

Review Date: October 23, 2019

Review Period: September

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
Performance Standard 1: Certification & Benefit Issuance- Critical Area			
1	Multiple applications were certified incorrectly or utilized incomplete information. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Assessing Completeness Applications, section in USDA's Eligibility Manual for School Meals. Required completing the training: Step by Step Instruction: How to Process Household Applications found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ under the 3000-Administration tab.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student. Additionally, the certificate of completion of Step by Step Instruction: How to Process Household Applications must be submitted.</i>
2	In multiple instances, the eligibility determined was not transferred correctly to the benefit issuance document. This contributed toward fiscal action calculations.	Discussed best practices (like having someone double check) for ensuring eligibility status is transferred to the benefit issuance document on a regular basis. The Step by Step Instruction: How to Create a Benefit Issuance Document (BID) can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/online/ .	<i>Corrections have been made to the benefit issuance document. Please provide a written description of the process that will be implemented to ensure that the benefit issuance document matches all current students and their eligibility status. Additionally, the certificate of completion of Step by Step Instruction: How to Create a Benefit Issuance Document (BID) must be submitted.</i>
Performance Standard 1: Meal Counting & Claiming- Critical Area			
No findings.			

Meal Access & Reimbursement: Verification

- | | | |
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| <p>3 Verification procedures were not followed correctly for SY18-19. Specifically, one application was verified correctly, but the letter sent to the household with the results was incorrectly completed. The household should have been changed from Reduced to Free benefits, but the letter stated there was no change to eligibility.</p> | <p>Discussed proper verification procedures and referred to Verification Tracking Form and Online Training: Verification Review found on ADE's website at http://www.azed.gov/hns/nslp/verification/. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/.</p> | <p><i>Please provide a written description of changes to the system that have been implemented to ensure that verification will be conducted according to the required procedure. Additionally, the certificate of completion of Online Training: Verification Review must be submitted.</i></p> |
| <p>4 Verification procedures were not followed correctly for SY18-19. Specifically, one household sent a letter from the father on notebook paper of his estimated salary without any backup to verify the information and the letter was accepted and no change to benefit level was made.</p> | <p>Discussed proper verification procedures and referred to Verification Tracking Form and Online Training: Verification Review found on ADE's website at http://www.azed.gov/hns/nslp/verification/. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/.</p> | <p><i>Please provide a written description of changes to the system that have been implemented to ensure that verification will be conducted according to the required procedure. Additionally, the certificate of completion of Online Training: Verification Review must be submitted.</i></p> |

Comments/Recommendations:

Congratulations! The Paideia Academies, Inc has completed the Base Year Administrative Review for the SY 2019-20 You are doing an great job of implementing the NSLP and SBP. Thank you for providing healthy meals to your students.

To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <http://www.azed.gov/hns/nslp/>.

Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainings/>.

Fiscal Action Assessed?

No- SBP Yes- SBP \$756.45
 No- NSLP Yes- NSLP \$3,188.87

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by November 22, 2019 to Denise Lynn at Denise.Lynn@azed.gov or by mail to 1535 West Jefferson Street Bin #7, Phoenix, Arizona 85007



Reviewer Signature

Date



Program Director Signature

11/15/19

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the National School Lunch Program Administrative Review Appeal Procedures found here:

<https://cms.azed.gov/home/GetDocumentFile?id=58dbe2581130c01500d4b08b>

Kathy Hoffman, Superintendent of Public Instruction
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