



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Mexicayotl Academy, Inc.

CTD: 12-87-03

Site: Mexicayotl Academy, Mexicayotl Charter School

Contacts: Baltazar Garcia, Director; Veronika Garcia, Program Coordinator; Cathy Ramirez, NSLP Site Coordinator; Maria Hernandez, NSLP Site Coordinator

Review Date: October 24, 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. Specifically, the Social Security Number information was missing. This did not contribute toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Assessing Completeness of Income 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/training/ps/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	Multiple applications were certified incorrectly or utilized incomplete information. Specifically, the household number box did not match the names listed. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Assessing Completeness of Income 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/training/ps/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>

Performance Standard 1: Meal Counting & Claiming- Critical Area

No findings.

Meal Access & Reimbursement: Verification

No findings.

Comments/Recommendations:

Congratulations! Mexicayotl Academy, 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?

<input type="checkbox"/> No- SBP	<input checked="" type="checkbox"/> Yes- SBP	\$1,134.46
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$269.16

Fiscal Action under \$600 will be disregarded.

Corrective action has been received and approved.

Denise Lynn

11/14/2019

Reviewer Signature

Date

Mark Ray

11/15/19

Program Director Signature

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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