



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Balsz Elementary District

CTD: 07-04-31

Site: Brunson-Lee Elementary School

Contacts: Jeff Smith, Superintendent, Tim Leedy, Business Manager; Gerald Moreno, Food Service Manager;
and Claude Chatelain, FSMC Director

Review Date: October 23, 2019

Review Period: September 2019

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			
	No findings.		
Performance Standard 1: Meal Counting & Claiming- Critical Area			
	No findings.		
Performance Standard 2: Meal Components & Quantities- Critical Area			
	No findings.		
Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area			
	No findings.		
Meal Access & Reimbursement: Certification & Benefit Issuance			
	No findings.		
Meal Access & Reimbursement: Verification			
	No findings.		
Meal Access & Reimbursement: Meal Counting & Claiming			
	No findings.		
Meal Pattern & Nutritional Quality: Offer Versus Serve			
	No findings.		
Meal Pattern & Nutritional Quality: Meal Components & Quantities			
	No findings.		
Resource Management			
	No findings.		

General Program Compliance: Civil Rights		
1	The font size of USDA's nondiscrimination statement is smaller than the rest of the text on notification letters. Specifically, this applies to the notification of benefits to household members in English and Spanish versions.	Discussed printing requirements for the nondiscrimination statement. Referred to FNS Instruction 113-1 and SNP Guidance Manual. Please provide a copy of an updated notification letters which demonstrates compliance. Additionally, please provide written assurance that the font size of the nondiscrimination statement on all notification letters will be no smaller than the text of the document.
2	Services are not provided to Limited English Proficient (LEP) households. Specifically, the Spanish version notification of benefits to household members letter includes an English version of the nondiscrimination statement.	Discussed requirement that once aware of an LEP individual's needs, the LEA is responsible for ensuring that their application and other household materials are available in the language the LEP individual can understand. Referred to SP 37-2016 which can be found on ADE's Memos webpage at http://www.azed.gov/hns/memos/ . Please describe the services that will be available to LEP households henceforth. Additionally, please provide a copy of an updated notification letter which demonstrates compliance.
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 & Recordkeeping		
No findings.		
General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach		
No findings.		
Other Federal Program Reviews: Afterschool Snack Program		
No findings.		
Other Federal Program Reviews: Seamless Summer Option		
Will be reviewed in Summer 2020 if applicable.		
Other Federal Program Reviews: Fresh Fruit & 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! Balsz Elementary District has completed the Administrative Review for the 2019-2020 school year. Thank you for your hospitality and efficient response during the review process. You are doing an amazing job implementing all the programs within your entity. It is evident that all are working hard to ensure students have access to healthy meals and a healthy environment throughout the day.

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 checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by December 13, 2019 to Sandy Fitzner at Sandy.Fitzner@azed.gov or delivered to 1535 W. Jefferson St. Bin #7, Phoenix Arizona 85007.



11/13/2019

Reviewer 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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