



Arizona Department of Education Health and Nutrition Services Division

Provision 2 Base Year - Administrative Review Summary Report

School Food Authority Name: Blue Ridge Unified School District

CTD: 09-02-32

Site(s): Blue Ridge Elementary School, Blue Ridge Jr High School, Blue Ridge High School

Contacts: Mr. Michale Wright, Ms. Brenda Thomas, Ms. Barb Simington

Review Date: February 27, 2020

Review Period: January 2020

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, a total of 3 selected applications were certified with inconsistent household member names listed and household member total. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications section in USDA's Eligibility Manual for School Meals.	<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.</i>

Performance Standard 1: Meal Counting & Claiming- Critical Area

No findings

Meal Access & Reimbursement: Certification & Benefit Issuance

2	The direct certification notification of eligibility did not contain all required information. Specifically, it did not detail how the household can notify the LEA of additional children that qualify. Additionally, did not include household is not required to complete a income application.	Discussed content required to be included in direct certification notification letters. Referred to USDA's Eligibility Manual for School Meals.	<i>Please provide an updated copy of the direct certification notification letter which contains all required information.</i>
3	The Notification of Benefits does not include a statement explaining the ability to reapply for free and reduced price benefits any time during the school year. Additionally, it does not include the section stating "If you do not agree with the decision you may discuss it with the school official. You also have the right to a fair hearing. This can be done by contacting the following official: name, phone, address, email".	Referred to Notification of Eligibility Determination section in USDA's Eligibility Manual for School Meals found on ADE's website at http://www.azed.gov/hns/nslp/programguidance/ and Notification of Benefits Letter, School Meals found on ADE's website at http://www.azed.gov/hns/nslp/forms/ .	<i>Please provide a copy of the written letter or documented procedure for verbal notification of households approved for free or reduced-price meal benefits stating a household can reapply for benefits any time during the school year.</i>

Meal Access & Reimbursement: Verification

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| 4 | The verification sample size used was not correct based on the number of applications eligible for verification. Specifically, 8 applications should have been verified, but 9 were actually verified. | Discussed correct calculation of sample size and which applications are subject to verification. Discussed attending ADE's Drop-in Workshop: Preparing for Verification. Referred to Verification Sample Size Calculator 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/ . | <i>Please provide written procedures for how the verification sample size will be determined in the future.</i> |
| 5 | Error-prone applications were not selected for verification. Additional applications were determined to be error-prone during review and should have been subjected to Verification. | Discussed requirement of selecting from error-prone applications and potential methods of identifying them. Referred to Error-Prone Worksheet found on ADE's Verification webpage at http://www.azed.gov/hns/nslp/verification/ . The Step by Step Instruction: How to Identify Household Applications That Are Error-Prone can be found on ADE's website at http://www.azed.gov/hns/nslp/trainings/online/ . | <i>Please provide a written description of how error-prone applications will be identified and written assurance that applications to be verified will be selected from error-prone applications.</i> |
| 6 | The notice of adverse action did not meet requirements. Specifically, it did not provide information on how to appeal and that an appeal must be requested within 10 days. Additionally, did not include the household may reapply for benefits at any time during the school year. | Discussed requirements for notifying households of adverse action, including timelines and dates to be included on the notice. Referred to Letter of Verification Results and Online Training: Verification Review found on ADE's Verification webpage: 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/ . | <i>Please provide written assurance that an adequate notice of adverse action will be provided to households that will have a decrease in benefits. Additionally, provide a copy of the form that will be used for this purpose.</i> |

Meal Access & Reimbursement: Meal Counting & Claiming

No findings.

Comments/Recommendations:

Congratulations! Blue Ridge Unified School District has completed the Provision 2 Base Year Administrative Review for the 2019-2020 school year. Thank you for your effort and diligence during the review process. It is evident that you are working hard to ensure that the program is operated well.

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 \$540.54
☐ No- NSLP ☐ Yes- NSLP

Please submit corrective action response by May 6, 2020 to Chesha Rich, Project Specialist I



4/7/2020

Reviewer Signature

Date



4/8/2020

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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