



Arizona Department of Education
Health and Nutrition Services Division

Provision 2 Base Year - Administrative Review Summary Report

School Food Authority Name: Apache Junction Unified District

CTD: 11-02-43

Site: Four Peaks Elementary School

Contacts: Krista Anderson, Superintendent | Karen Warhus, Food Service Director | Candice Wagner

Review Date: 3/4/2020

Review Period: February 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			

No findings

Performance Standard 1: Meal Counting & Claiming- Critical Area

1	Meal count totals by category for the day of review were not correctly combined and recorded for breakfast. This was deemed a non-systemic error and contributed toward fiscal action calculations.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	<i>Please provide a written description of changes to the system that have been implemented to ensure that an accurate count by eligibility category is counted, consolidated, and claimed.</i>
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Review of the daily meal count rosters for breakfast in the classroom resulted in a discrepancy of one meal over-claimed by the sponsor. This was determined a non-systemic problem due to the nature of manual meal counting and consolidation operations.

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| 2 | Meal count totals by category for the month of review were not correctly combined and recorded for breakfast. This was deemed a non-systemic error and contributed toward fiscal action calculations. | Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. | <i>Please provide a written description of changes to the system that have been implemented to ensure that an accurate count by eligibility category is counted, consolidated, and claimed.</i> |
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Upon review of the BIC rosters, it was determined that the SFA had not claimed 1 classroom's rosters on 2/12 and 4 classroom's rosters on 2/17. In discussion with the SFA, it was determined that the oversight of counting these classrooms occurred due to the rush of an early release day and training of a new back-up manager. This was determined to be a non-recurring and therefore a non-systemic problem.

Meal Access & Reimbursement: Certification & Benefit Issuance

No findings

Meal Access & Reimbursement: Verification

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| 3 | The notice of adverse action was not adequate. Specifically, the template notice of adverse action for reduction in benefits and no longer eligible did not advise the household that they 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> |
| 4 | The notice of adverse action was not adequate. Specifically, households were sent a notice of adverse action for failure to respond prior to the due date for submitting verification documentation given in the notification letter.

The notification for termination of benefits for failure to respond was sent on 11/5/2019 while the due date given in the notification letter was 11/15/2019. | 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 written description of changes to the process that will ensure households are adequately notified of adverse action.</i> |

Meal Access & Reimbursement: Meal Counting & Claiming

- 5 Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims.
- Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website at on ADE's website at <http://www.azed.gov/hns/nslp/forms/>. The Step by Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainings/online/>.
- Please provide a completed and corrected daily edit check worksheet for a previous month in SY19-20. Additionally, please provide written assurance that daily edit checks will be conducted.*

Comments/Recommendations:

Congratulations! Apache Junction Unified 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 the program is operated well!

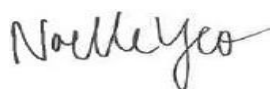
To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <http://www.azed.gov/hns/nslp/>.

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?

<input type="checkbox"/> No- SBP	<input checked="" type="checkbox"/> Yes- SBP	+\$361.87
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0

Please submit corrective action response by June 12, 2020 to Noelle Yeo at 1535 West Jefferson Street Bin #7, Phoenix, Arizona 85007 or Noelle.Yeo@azed.gov

5/11/2020

Reviewer Signature

Date

5/12/2020

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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