Arizona Department of Education

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Tonto Basin Elementary District
CTD: 04-03-33
Site: Tonto Basin Elementary

Contacts: Chad Greer, Superintendent / Jeannie Cline, Cafeteria Director

Review Date: February 25, 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		
	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		
1	The benefit issuance document does not contain all required sections: the date eligibility status changes were made.	Referred to Step by Step Instruction: How to Create a Benefit Issuance Document (BID) on ADE's website found at http://www.azed.gov/hns/nslp/trainingps/	*Please provide a complete benefit issuance document that contains all required sections. Additionally, please provide the certificate of completion for Step by Step Instruction: How to Create a Benefit Issuance Document (BID) must be submitted.*
	Meal Access & Reimbursement: Verification		

2	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/trainingps/online/.	*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. Additionally, the certificate of completion of Step by Step Instruction: How to Identify Household Applications That Are Error-Prone must be submitted.*
3	Direct Verification procedures were not followed correctly. Specifically, the household was still contacted after the application had matched in Direct Verification.	Discussed proper verification procedures. Referred to Online Training: Verification Review 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/.	*Please provide written procedures that will be followed when an application matches during Direct Verification.*

Meal Access & Reimbursement: Meal Counting & Claiming

No Findings

Meal Pattern & Nutritional Quality: Offer Versus Serve

Not Applicable

Meal Pattern & Nutritional Quality: Meal Components & Quantities

Not Applicable

Resource Management

No Findings

General Program Compliance: Civil Rights

No Findings

General Program Compliance: SFA On-Site Monitoring

Not Applicable

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

Not Applicable

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2020 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not Applicable

Other Federal Program Reviews: Special Milk Program

Not Applicable

Other Federal Program Reviews: At-Risk Afterschool Meals

Not Applicable

Comments/Recommendations:

Congratulations! Tonto Basin Elementary District has completed the Administrative Review in the 2019-20 school year. Thank you for your cooperation and hospitality during the review process. Please continue to keep up the great work!

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/trainingps/**.**

Fiscal Action Assessed?

☑ No- SBP   ☐ Yes- SBP

☑ No- NSLP   ☐ Yes- NSLP

Fiscal Action under $600 will be disregarded.

Please submit corrective action response by June 17, 2020 to Walter Jacobson at Walter.Jacobson@azed.gov or 416 West Congress, Tucson, AZ 85701.

(signature)   5/26/2020

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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