



Arizona Department of Education Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Arizona State Schools for the Deaf and the Blind

CTD: 00-12-02

Site: ASDB/Child Nutrition Program; PHX DAY SCH/MD

Contacts: Annette Reichman, ASDB Superintendent / Patricia Franco, Food Service Program Manager

Review Date: May 11, 2021

Review Period: April, 2021

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
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Performance Standard 1: Certification & Benefit Issuance- Critical Area

1	One application was certified incorrectly. Specifically, one household application was approved for free benefits with an invalid case number. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Assessing Completeness of Categorically Eligible Applications, and Determining Eligibility for Categorically Eligible Applications sections in USDA's Eligibility Manual for School Meals found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals tab. Suggested completing the training: Step by Step Instruction: How to Process Household Applications found on ADE's website at https://www.azed.gov/hns/nslp/training under the How-To Guides 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.</i>
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Performance Standard 1: Meal Counting & Claiming- Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

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| 2 | The benefit issuance document is not being updated accurately and in a timely manner to reflect changes in eligibility. Specifically, in two instances the method of determining eligibility was not changed to Direct Certification when match result was obtained. Additionally, the method of determining eligibility was not updated to reflect Direct Certification in a timely manner in one instance. | Discussed potential changes that can be made to system to ensure that updates are made in a timely manner. The Step by Step Instruction: How to Create a Benefit Issuance Document (BID) can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the How-To Guides tab. | <i>Corrections have been made to errors on the Benefit Issuance Document. Please describe the process that will be implemented to ensure that the BID is updated accurately and in a timely manner. Additionally, please provide written assurance that moving forward, all updates will occur in a timely manner.</i> |
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Meal Access & Reimbursement: Verification

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| 3 | Households selected for verification were not notified adequately. Specifically, documentation was not provided that the verification notification letter was sent to the households selected for verification. | Discussed requirements for notifying households selected for verification and potential timelines. Referred to Notification of Verification Letter and Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/training . Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals tab. | <i>Please provide written assurance that households selected for verification will be notified according to requirements. Additionally, provide a copy of the notification letter that will be used for this purpose.</i> |
| 4 | The most recent verification summary report was not accurate. Specifically, the VSR did not accurately report the total number of approved applications. The VSR reported 172 total applications while the verification sample size was based on 215 total applications. | Discussed that verification summary report must reflect actual verification process and results, discussed specific discrepancies. Discussed attending ADE's Drop-in Workshop: Submitting for Verification. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals tab. | <i>Please provide a written description of the changes that have been implemented to ensure that the verification summary report will accurately reflect the verification practices and results that occurred.</i> |
| 5 | The verification sample size used was not correct based on the number of applications eligible for verification. Because the reviewer could not confirm the total number of approved applications, the reviewer was unable to determine if the correct verification sample size was chosen. | 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 https://www.azed.gov/hns/nslp/training . Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals tab. | <i>Please provide written procedures for how the verification sample size will be determined in the future.</i> |

6	The notice of adverse action did not meet requirements. Specifically, it did not provide information that an appeal must be requested within 10 calendar days. It also included the outdated USDA non-discrimination statement.	Discussed an appeal must be filed within the 10 calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision. Additionally, 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 at https://www.azed.gov/hns/nslp/training under the Online Courses tab. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals tab.	<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>
7	The notice of adverse action was not adequate. Specifically, the incorrect hearing official's name and contact information was listed.	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 at https://www.azed.gov/hns/nslp/training under the Online Courses tab. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised July 2017 found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals tab.	<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

8	The site and sponsor applications in CNPWeb do not accurately reflect the point of service counting procedures and locations of meal service.	Advised SFA to update site and sponsor applications in CNPWeb and contact their assigned specialist to let them know of the changes.	<i>Please submit a new site and sponsor application in CNPWeb that accurately reflects the point of service locations and counting procedures. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i>
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General Program Compliance: Reporting & Recordkeeping

No findings.

Comments/Recommendations:

Congratulations on completing the Provision 2 Base Year Review for SY2020-2021! Thank you for your hard work during the review. Your commitment to serving your students is evident!

To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <https://www.azed.gov/hns/nslp/forms> under the Calendars and Checklists tab.

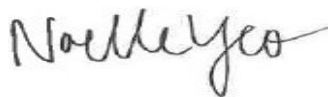
Training: In-person classes, Web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>.

Fiscal Action Assessed?

<input type="checkbox"/> No- SBP	<input checked="" type="checkbox"/> Yes- SBP	\$234.74
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$397.50

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 15, 2021 to Brandon Estrada at Brandon.Estrada@azed.gov



6/15/2021

Reviewer Signature

Date



6/18/2021

Program Director Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the [School Food Authority Appeal Procedure for the Administrative Review](#) found on the National School Lunch Program Administrative Review tab on the ADE website.

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