



**Arizona Department of Education  
Health and Nutrition Services Division**

**Administrative Review Summary Report**

School Food Authority Name: Kaizen Education Foundation dba Advance U

CTD: 07-89-49

Site(s): South Mountain Preparatory Academy

Contacts: Michele Kaye, Chief Operating Officer and Heather Williams, Director of Child Nutrition

Review Date: March 24, 2022

Review Period: February 2022

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**

Not Applicable

**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**

Not Applicable

**Meal Access & Reimbursement: Verification**

Not Applicable

**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

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**Resource Management**

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1	An end of the year reconciliation of cash balances was not conducted. This resulted in ending the program year with a negative balance of \$3,965. Additionally, the AFR was submitted without resolving the account deficit.	Discussed at the end of every fiscal period, it is good practice to reconcile the nonprofit foodservice account to ensure every transaction sums to the correct ending account balance.	<i>Please provide a written description of steps that will be taken to ensure an end of the year reconciliation of cash balances will be conducted. Additionally, provide a written description of how the account deficit will be resolved.</i>
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**General Program Compliance: Civil Rights**

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No Findings

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**General Program Compliance: SFA On-Site Monitoring**

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No Findings

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**General Program Compliance: Local Wellness Policy**

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No Findings

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**General Program Compliance: Competitive Food Services**

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No Findings

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**General Program Compliance: Professional Standards**

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No Findings

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**General Program Compliance: Water**

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No Findings

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**General Program Compliance: Food Safety, Storage and Buy American**

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No Findings

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**General Program Compliance: Reporting & Recordkeeping**

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No Findings

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**General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach**

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No Findings

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**Other Federal Program Reviews: Afterschool Snack Program**

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Not Applicable

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2022 if applicable.

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**Other Federal Program Reviews: Fresh Fruit & Vegetable Program**

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Not Applicable

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**Other Federal Program Reviews: Special Milk Program**

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Not Applicable

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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Not Applicable

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**Comments/Recommendations:**

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Congratulations! Kaizen Education Foundation dba Advance U has completed the Administrative Review in the 2021-2022 SY. Thank you for all of your hard work and organization throughout the AR process. It was a pleasure working with you. Thank you for working so diligently to assure that your students are receiving nutritious meals. I appreciate your enthusiasm and willingness to learn. Please let me know if you have any questions. □

**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?**

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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by April 22, 2022 to Jennifer McDonald at [Jennifer.McDonald@azed.gov](mailto:Jennifer.McDonald@azed.gov).



4/1/2022

Reviewer 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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