



## Health and Nutrition Services Division

### Base Year Administrative Review Summary Report

School Food Authority Name: Western School of Science and Technology, Inc.

CTD: 07-82-21

Site: Western School of Science and Technology

Contacts: Jessica Makowske, School Director and Maria Parra, Cafeteria Manager

Review Date: February 15, 2023

Review Period: January 2023

Programs Reviewed: ☒ National School Lunch ☒ School Breakfast

No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
<b>Performance Standard 1: Certification &amp; Benefit Issuance - Critical Area</b>			
	No Findings.		
<b>Performance Standard 1: Meal Counting &amp; Claiming - Critical Area</b>			
	No Findings.		
<b>Meal Access &amp; Reimbursement: Certification &amp; Benefit Issuance</b>			
	No Findings.		
<b>Meal Access &amp; Reimbursement: Verification</b>			
1	The most recent Verification Summary Report was not accurate. Specifically, the number of applications was incorrect, the report stated there were 265 applications instead of 267.	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 found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.	<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>
2	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 <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.	<i>An updated copy of the notice of adverse action was provided during the review. 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>
<b>Meal Access &amp; Reimbursement: Meal Counting &amp; Claiming</b>			
	No Findings.		

Comments/Recommendations:

Congratulations, Western School of Science and Technology, Inc. has successfully completed the Base Year Administrative Review for the 2022-2023 school year. Thank you for your cooperation during the review process. Please remember that we have a variety of trainings (in-person and online) to assist you and your staff in operating a successful National School Lunch Program.

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

Please submit corrective action response by March 22, 2023 to Megan Lynch, RD at [Megan.Lynch@azed.gov](mailto:Megan.Lynch@azed.gov)

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Reviewer Signature	Date
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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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