



## Health and Nutrition Services Division

### Base Year Administrative Review Summary Report

School Food Authority Name: Bell Canyon Charter School, Inc.

CTD: 07-89-72

Site: Imagine Bell Canyon

Contacts: Eileen Grove, Regional NSLP Sponsor Representative

Review Date: January 31, 2023

Review Period: December 2022

Programs Reviewed: ☒ National School Lunch ☒ School Breakfast

No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
Performance Standard 1: Certification & Benefit Issuance - Critical Area			

#### Performance Standard 1: Meal Counting & Claiming - Critical Area

#### Meal Access & Reimbursement: Certification & Benefit Issuance

#### Meal Access & Reimbursement: Verification

1	The notice of adverse action did not meet requirements. Specifically, it did not provide the date that an appeal must be requested by within 10 calendar days.	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 <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>Please provide written assurance that an adequate notice of adverse action will be provided to households that will have a decrease in benefits.</i>
2	The site application in CNPWeb does not accurately reflect the procedures on-site. Specifically, site application states they served Pre-K students when school only serves K-8.	Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes.	<i>Please submit a new site application in CNPWeb that accurately reflects the grades served at site. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation.</i>

#### Meal Access & Reimbursement: Meal Counting & Claiming

#### Comments/Recommendations:

Congratulations on completing your base year review. Thank you for your efforts and help throughout the review process. It is evident your team works hard to provide students with healthy meals.

**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 1, 2023 to Adelita Bagley at [adelita.bagley@azed.gov](mailto:adelita.bagley@azed.gov).

---

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.

www.azed.gov – (602) 542-8700 – 1535 West Jefferson Street • Phoenix, Arizona 85007 Bin # 7  
This institution is an equal opportunity provider