



Health and Nutrition Services Division

Base Year Administrative Review Summary Report

School Food Authority Name: Phoenix International Academy

CTD: 07-86-93

Site: Phoenix International Academy

Contacts: Ivette Rodrigues Marquez, Executive Director and Yajaira Arriaga, Office Manager

Review Date: December 12, 2022

Review Period: November 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			
	No Findings		
Performance Standard 1: Meal Counting & Claiming - Critical Area			
	No Findings		
Meal Access & Reimbursement: Certification & Benefit Issuance			
	No Findings		
Meal Access & Reimbursement: Verification			
1	The notice of adverse action contained inconsistent contact information for the hearing official. Specifically, an additional person was listed as the hearing official on the letter along with the correct hearing official and their contact information.	Discussed school official who should be listed. Referred to Hearing Procedure section in USDA's Eligibility Manual for School Meals found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.	<i>An updated notice of adverse action was provided with correct hearing official information. No further action is required.</i>
Meal Access & Reimbursement: Meal Counting & Claiming			
	No Findings		

Comments/Recommendations:

Congratulations, Phoenix International Academy, has successfully completed the Base Year Only 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?

☒ No - SBP ☐ Yes - SBP \$0.00
☒ No - NSLP ☐ Yes - NSLP \$0.00

Corrective action required for the administrative review was provided on [INSERT DATE]; therefore, no further action is required.

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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