



Health and Nutrition Services Division

Base Year Administrative Review Summary Report

School Food Authority Name: New World Educational Center

CTD: 07-87-60

Site(s): New World Educational Center and Pillar Academy Online

Contacts: Jesus Armenta, Superintendent/Principal / Cathy Valenzuela, Manager

Review Date: December 15, 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			
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No Findings

Meal Access & Reimbursement: Certification & Benefit Issuance			
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| 1 | In two instances, the benefit issuance document was not updated accurately to reflect changes in eligibility. Specifically, the method of determining eligibility was not accurately recorded on the BID. In both instances, the student received the correct level of benefits. This will not contribute towards fiscal action calculations. | Discussed potential changes that can be made to system to ensure that updates are made accurately and 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 https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Corrections have been made to the benefit issuance document. Please provide a written description of the process that will be implemented to ensure that the benefit issuance document matches the most recent documentation on file for all current students and their eligibility status.</i> |
| 2 | In multiple instances, the date eligibility was determined was not recorded accurately on the benefit issuance document. Specifically, for students who matched on direct certification, when new direct certification searches were conducted, the date of eligibility was updated to the new report date rather than remaining the original determination date. This did not result in fiscal action calculations. | Discussed requirement that eligibility status must be implemented within 10 operating days of receipt of an application. Discussed best practices for ensuring eligibility status is transferred to the benefit issuance document (such as having someone double check on a regular basis). The Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Corrections have been made to the benefit issuance document. Please provide a written description of the process that will be implemented to ensure that the benefit issuance document matches the appropriate determination date for all current students and their eligibility status.</i> |

Meal Access & Reimbursement: Verification			
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| 3 | The verification sample size used was not correct based on the number of applications eligible for verification. Specifically, 1 application should have been verified, but 3 were actually verified. | 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 found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. | <i>Please provide written procedures for how the verification sample size will be determined in the future.</i> |
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4	Direct verification was not conducted appropriately. Specifically, students who were not selected for verification were searched through direct verification.	Discussed proper verification procedures and referred to Verification Tracking Form and Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Eligibility Documents for School Meal Benefits accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.	<i>Please provide a written description of changes to the system that have been implemented to ensure that verification will be conducted according to the required procedure.</i>
5	Households selected for verification were not notified adequately. Specifically, the verification notice to households did not include a telephone number the household can call at no-cost for assistance. Additionally, the letter did not include the most recent long version of the USDA nondiscrimination statement.	Discussed the LEA may establish a toll-free number or allow the household to reverse the charges if any household in the LEA are outside of the local calling area. This helps to ensure parents and guardians can contact the LEA during the LEA's operating hours if they work outside the local calling area. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion.	<i>Please provide written assurance that households selected for verification will be notified according to requirements. Please also provide a copy of the notification letter that will be used for this purpose.</i>
6	The notice of adverse action did not meet requirements. Specifically, it did not include the most recent long version of the USDA nondiscrimination 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 Training Library accordion. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at https://www.azed.gov/hns/nslp 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. Additionally, provide a copy of the form that will be used for this purpose.</i>

Meal Access & Reimbursement: Meal Counting & Claiming

7	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit checks for New World Educational Center and Pillar Academy Online do not match the attendance factors on the monthly reimbursement claims.	Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website https://www.azed.gov/hns/nslp/forms under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	<i>Please provide a completed daily edit check worksheet for the month of December. Additionally, please provide written assurance that daily edit checks will be conducted. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete Daily Edit Checks must be submitted.</i>
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Comments/Recommendations:

Congratulations- New World Educational Center has completed the Provision 2 Base Year Review for SY22-23. Thank you for your hard work throughout the review process. Keep up the great work!

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 January 26, 2023 to Noelle Schrankler at Noelle.Schrankler@azed.gov.

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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