



Health and Nutrition Services Division

Base Year Administrative Review Summary Report

School Food Authority Name: Yuma Elementary District

CTD: 14-04-01

Site(s): R Pete Woodard Jr High School

Contacts: Lisa Thrower, Child Nutrition Director & Jamie Sheldahl, Superintendent

Review Date: December 16, 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 Finding		
Performance Standard 1: Meal Counting & Claiming - Critical Area			
	No Finding		
Meal Access & Reimbursement: Certification & Benefit Issuance			
	No Finding		
Meal Access & Reimbursement: Verification			
	No Finding		
Meal Access & Reimbursement: Meal Counting & Claiming			
1	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor 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 January. 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>

Comments/Recommendations:

Thank you for completing the Base Year Administrative Review for school year 2022-2023. Yuma Elementary District has been very organized and communicative through the 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 **February 10, 2023** to Danielle Kirksey at Danielle.Kirksey@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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