



## Health and Nutrition Services Division

### Base Year Administrative Review Summary Report

School Food Authority Name: Chino Valley Unified District

CTD: 13-02-51

Site(s): Chino Valley High School, Del Rio Elementary School, Heritage Middle School, Territorial Early Childhood Center

Contacts: John Scholl, Superintendent ; Christina Sherriff, Food Service Coordinator

Review Date: December 29, 2022

Review Period: November 2022

Programs Reviewed: ☒ National School Lunch ☒ School Breakfast

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

1	Multiple applications were certified incorrectly or utilized incomplete information. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications section(s) in USDA's Eligibility Manual for School Meals 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. Required -OR- Suggested completing the training: Step-by-Step Instruction: How to Process Household Applications found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student. Additionally, the certificate of completion of Step-by-Step Instruction: How to Process Household Applications must be submitted.</i>
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#### Performance Standard 1: Meal Counting & Claiming - Critical Area

No Findings

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

No Findings

#### Meal Access & Reimbursement: Verification

2	When the confirmation review did not validate the original determination, the required procedures were not followed. Specifically, the LEA did not notify the household of the correct eligibility status after verification was completed nor was the household sent a notice of adverse action for whom benefits were to be reduced.	Discussed procedures that must be followed when a confirmation review does not validate an application's original eligibility determination. Referred to The Online Training: Verification Review found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Referred to Verification Tracking Form found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> 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 <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.	<i>Please provide written procedures for how to proceed when the confirmation review does not validate an application's original determination and written assurance that these procedures will be followed henceforth.</i>
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| <p>3 Verification procedures were not followed correctly. Specifically, households for whom benefits were to be reduced or terminated were not given 10 calendar days written advance notice of the change.</p> | <p>Discussed proper verification procedures and referred to ADE's Verification Tracking Form and Online Training: Verification Review on ADE's website 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.</p> | <p><i>Please provide the written procedures for ensuring that households for whom benefits were to be reduced or terminated will be given 10 calendar days written advance notice of the change.</i></p> |
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**Meal Access & Reimbursement: Meal Counting & Claiming**

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| <p>4 Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check for all sites does not match the attendance factor on the monthly reimbursement claims.</p> | <p>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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion.</p> | <p><i>Please provide a completed daily edit check worksheet for the month of December 2022. 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></p> |
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**Comments/Recommendations:**

Congratulations on completing the Special Provision 2 Base Year Abbreviated Administrative Review for school year 2022-2023! Thank you for your hard work and cooperation during this process.

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**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 type="checkbox"/> No - SBP	<input checked="" type="checkbox"/> Yes - SBP	\$1,519.04
<input type="checkbox"/> No - NSLP	<input checked="" type="checkbox"/> Yes - NSLP	\$817.47

Please submit corrective action response by February 24, 2023 to [Brandon.Estrada@azed.gov](mailto:Brandon.Estrada@azed.gov)

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Reviewer Signature \_\_\_\_\_ Date \_\_\_\_\_

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Program Director 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.