



## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Imagine Coolidge Elementary, Inc.

CTD: 07-85-36

Site: Imagine Coolidge Elementary

Contacts: Eileen Grove, NSLP Sponsor Representative, and Monte Lange, Executive Vice President

Review Date: February 22, 2023

Review Period: January, 2023

Programs Reviewed:

☒ National School Lunch

☒ School Breakfast

☐ Afterschool Snack

☐ Fresh Fruit & Vegetable

☐ Special Milk

☒ At-Risk Afterschool Meals

No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
Performance Standard 1: Certification and Benefit Issuance – Critical Area			
	No findings		
Performance Standard 1: Meal Counting and Claiming – Critical Area			
	No findings		
Performance Standard 2: Meal Components & Quantities – Critical Area			
	No findings		
Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area			
	No findings		
Meal Access & Reimbursement: Certification and Benefit Issuance			
	No findings		
Meal Access & Reimbursement: Verification			
	No findings		
Meal Access & Reimbursement: Meal Counting and Claiming			
	No findings		
Meal Pattern & Nutritional Quality: Offer Versus Serve			
	No findings		

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**Meal Pattern & Nutritional Quality: Meal Components and Quantities**

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No findings

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**Resource Management**

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No findings

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**Procurement**

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| 1 | The SFA did not maintain records sufficient to detail the significant history of the procurement for micro purchases. Specifically, copies of receipts/invoices were not maintained for the following micro purchases: A&E purchases.  | Discussed that non-Federal entities must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. | <i>Please provide a written description of procurement procedures that will be implemented to ensure that sufficient records will be maintained for all micro purchases. Additionally, please provide written assurance that all records will be maintained for 5 years.</i>                             |
| 2 | The SFA did not maintain records sufficient to detail the significant history of the procurement for small purchases. Specifically, insufficient evaluation and award documentation was maintained for the following small purchases: Southwest Restaurant Supply purchases. | Discussed that non-Federal entities must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. | <i>Please provide a written description of procurement procedures that will be implemented to ensure that sufficient records of the evaluation and award will be maintained for all small purchases. Additionally, please provide written assurance that all records will be maintained for 5 years.</i> |

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**General Program Compliance: Civil Rights**

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No findings

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**General Program Compliance: SFA On-Site Monitoring**

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No findings

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**General Program Compliance: Local Wellness Policy**

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No findings

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**General Program Compliance: Competitive Food Services**

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No findings

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**General Program Compliance: Professional Standards**

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No findings

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**General Program Compliance: Water**

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No findings

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**General Program Compliance: Food Safety, Storage and Buy American**

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No findings

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**General Program Compliance: Reporting and Recordkeeping**

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No findings

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**General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach**

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No findings

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**Other Federal Program Reviews: Afterschool Snack Program**

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Not applicable

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2023 if applicable.

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**Other Federal Program Reviews: Fresh Fruit and Vegetable Program**

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Not applicable

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**Other Federal Program Reviews: Special Milk Program**

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Not applicable

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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No findings

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Comments/Recommendations:

Congratulations on completing the administrative review process. Your team works hard at providing students with healthy meals. Thank you for your cooperation throughout the process.

**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

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **March 23, 2023** to Adeltia Bagley at [adelita.bagley@azed.gov](mailto:adelita.bagley@azed.gov).

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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 under the Reviews Conducted by the State Agency accordion on ADE's National School Lunch and School Breakfast Program webpage.

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