



Health and Nutrition Services Division

Base Year Administrative Review Summary Report

School Food Authority Name: Camelback Education, Inc

CTD: 07-89-59

Site: Camelback Academy

Contacts: Karen Kordon, Executive Director and Sharie Banbury, Food Service Director

Review Date: February 23, 2023

Review Period: January 2023

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

1	Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does for breakfast and lunch, 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 January. Additionally, please provide written assurance that daily edit checks will be conducted and accurate to match the monthly claim.</i>
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Meal Access & Reimbursement: Certification & Benefit Issuance

2	One denied application was denied incorrectly. Specifically, one application with 2 participants, with one been foster and the other were not, application was denied due to parent income for the foster.	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 https://www.azed.gov/hns/nslp 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 https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	<i>Corrections have been made to the certification status. Please provide written procedures that will be implemented to ensure that applications will be double checked for accurate eligibility determinations utilizing current eligibility guidelines.</i>
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Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

No findings.

Comments/Recommendations:

Congratulations, Camelback Education, Inc has successfully completed the BYO 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 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?

<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 March 25, 2023 to Amy Dixon Banire at Amy.DixonBanire@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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