Health and Nutrition Services Division

Base Year Administrative Review Summary Report

School Food Authority Name: Aguila Elementary District
CTD: 07-03-63
Site(s): Aguila Elementary School

Contacts: Andrew Wannemacher, Superintendent and Jamie Rivas, Cafeteria Manager

Review Date: December 22, 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		
1	Seven 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 https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. Required 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.	*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.*
	Performance Standard 1: Meal Counting & Claiming - Critical Area		
2	Meal counts for the review period did not provide an accurate count by eligibility category at the point of service. Specifically, all students were claimed under Free eligibility category. This was deemed a systemic error and contributed towards fiscal action calculations. A full recalculation of breakfasts served for the months of August 2022 - December 2022 was conducted.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Discussed with staff how to properly identify and count reimbursable meals, as well as counting based on eligibility category.	*Changes to the procedures of meal counting and claiming have been made and a recalculation was conducted. Fiscal action calculations were assessed. No further corrective action is required at this time.*
3	Meal counts for the review period did not provide an accurate count by eligibility category at the point of service. Specifically, all students were claimed under Free eligibility category. This was deemed a systemic error and contributed towards fiscal action calculations. A full recalculation of lunches served for the months of August 2022 - December 2022 was conducted.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Discussed with staff how to properly identify and count reimbursable meals, as well as counting based on eligibility category.	*Changes to the procedures of meal counting and claiming have been made and a recalculation was conducted. Fiscal action calculations were assessed. No further corrective action is required at this time.*

Meal Access & Reimbursement: Certification & Benefit Issuance

4	The benefit issuance document does not contain all required sections: how eligibility was determined (e.g., foster application, D/C extended) and the date eligibility status changes were made.	Referred to Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) on ADE's website found at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	*Please provide a complete benefit issuance document that contains all required sections. Additionally, please provide the certificate of completion for Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) must be submitted.*
5	Incomes that were the same frequency were all converted to annual.	Discussed that it is not necessary to convert incomes to annual when they are the same frequency. The Step-by-Step Instruction: How to Process Household Applications can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	*Please provide written procedures for how and when conversion factors will be utilized and written assurance that income conversions will be used appropriately.*
6	An individual separate from the application approval process has not been designated as the hearing official.	Discussed school official who could be designated. Referred to Hearing Procedure section 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.	*Please provide the name and title of the individual designated as the hearing official. Additionally, please provide documentation to demonstrate where households are notified of the hearing official.*

Meal Access & Reimbursement: Verification

7	The most recent Verification Summary Report was not accurate. Specifically, the number of error-prone applications selected for verification was not accurately reported.	Discussed that Verification Summary Report must reflect actual verification process and results, discussed specific discrepancies. Discussed attending ADE's Drop-in Workshop: Submitting for Verification. 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.	*Please provide a written description of the changes that have been implemented to ensure that the Verification Summary Report will accurately reflect the verification practices and results that occurred. Additionally, the certificate of completion of Step-by-Step Instruction: How to Identify Household Applications That Are Error-Prone must be submitted.*
8	The person designated as the confirming official is the same person who makes eligibility determinations.	Discussed requirement for having a designated official for conducting confirmation reviews who is not the same person who determined eligibility. The Online Training: Verification Review found on ADE's website 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.	*Please provide the name and title of the individual designated as the confirming official. Additionally, please provide written assurance that the person designated as the confirming official will not be the same person who determines eligibility.*
9	Documentation to support that a confirmation review took place was not maintained.	Discussed how to document the confirmation review by using the 'Office Use Only' section on household applications. Discussed requirement for having a designated official confirm the eligibility of an application selected for verification. Referred to The Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Referred to Verification Tracking Form found on ADE's website at http://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.	*Please provide written procedures for how the confirmation review will be conducted and written assurance that all applications selected for verification will undergo a confirmation review by a separate designated official and that this confirmation review will be documented.*

10	Direct verification was not conducted appropriately. Specifically, direct verification was conducted on entire enrollment.	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.	*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. Additionally, the certificate of completion of Step-by-Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification must be submitted.*
11	Verification procedures were not followed correctly. Specifically, verification activities were not conducted by November 15.	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/training under the Online Training Library accordion. Additionally, referred to Section 6: Verification 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.	*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. Additionally, the certificate of completion of Online Training: Verification Review must be submitted.*

Meal Access & Reimbursement: Meal Counting & Claiming

No Findings.

Comments/Recommendations:

Congratulations! Aguila Elementary District has completed the Special Provision 2 Base Year abbreviated administrative review for the 2022-2023 school year. Thank you for your assistance during the review 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?

☐ No - SBP   ☑ Yes - SBP $3,414.91

☐ No - NSLP   ☑ Yes - NSLP $8,470.39

Please submit corrective action response by May 29, 2023 to Joyce Benally at Joyce.Benally@azed.gov.

Joyce Benally   Digitally signed by Joyce Benally
Date: 2023.05.11 14:52:40 -07'00'

Kerrie Zigler   Digitally signed by Kerrie Zigler
Date: 2023.05.12 07:52:23 -07'00'

Reviewer Signature	Date		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.

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