



Health and Nutrition Services Division

Base Year Administrative Review Summary Report

School Food Authority Name: Antelope Union High School District

CTD: 14-05-50

Site: Antelope Union High School

Contacts: Gregory Copeland, Superintendent and Robin Rinehart, Food Service Manager

Review Date: March 28, 2023

Review Period: February 2023

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	Two applications 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 -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 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

No Findings.

Meal Access & Reimbursement: Meal Counting & Claiming

No Findings.

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.

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	\$314.65
<input type="checkbox"/> No - NSLP	<input checked="" type="checkbox"/> Yes - NSLP	\$562.48

Please submit corrective action response by May 26, 2023 to Joyce Benally at Joyce.Benally@azed.gov.

_____ Reviewer Signature	_____ Date	on be half of Kerrie Zigler _____ Program Director 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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