



Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Concordia Charter School, Inc

CTD: 07-85-30

Site: Concordia Charter School

Contacts: Margaret Roush-Meier, Executive Director and Rachel Gomez-Acosta, Wellness Coordinator

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

1	Verification procedures were not followed correctly. Specifically, unacceptable documentation was used when verifying income documentation. This contributed toward fiscal action calculations.	Discussed proper verification procedures. Referred to Online Training: Verification Review 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.	<i>Please provide written procedures that will be followed when verifying a household's income documentation.</i>
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Meal Access & Reimbursement: Meal Counting and Claiming		
<i>No findings.</i>		
Meal Pattern & Nutritional Quality: Offer Versus Serve		
<i>No findings.</i>		
Meal Pattern & Nutritional Quality: Meal Components and Quantities		
<i>No findings.</i>		
Resource Management		
<i>No findings.</i>		
Procurement		
2	Small purchase procedures were not in compliance with procurement requirements. Specifically, price or rate quotations were not obtained from an adequate number of qualified sources for the following small purchases: Shamrock.	Discussed that if small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.
3	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: Shamrock.	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.
4	The SFA did not have procedures for providing sufficient oversight to ensure that contractors performed in accordance with the terms, conditions and specifications of their contracts or purchase orders for the following small purchases: Shamrock.	Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
General Program Compliance: Civil Rights		
<i>No findings.</i>		
General Program Compliance: SFA On-Site Monitoring		
<i>Not applicable.</i>		
General Program Compliance: Local Wellness Policy		
<i>No findings.</i>		
General Program Compliance: Competitive Food Services		

Not applicable.

General Program Compliance: Professional Standards

No findings.

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

No findings.

General Program Compliance: Reporting and Recordkeeping

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|---|--|---|---|
| 5 | The site application in CNPWeb does not accurately reflect site operations. Specifically, site application indicates preschool is served when site does not serve preschool. | Advised SFA to update site application in CNPWeb and contact their assigned specialist to let them know of the changes. | Please submit a new site application in CNPWeb that accurately reflects site operations. Additionally, please provide written assurance that site and sponsor applications in CNPWeb will accurately reflect the most current practices in operation. |
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General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach

No findings.

Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2023 if applicable.

Other Federal Program Reviews: Fresh Fruit and Vegetable Program

No findings.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not applicable.

Comments/Recommendations:

Congratulations on completing the Administrative Review! 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	\$138.88
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$327.52

Please submit corrective action response by April 21, 2023 to Berenice Camacho Castaneda, Berenice.Camachocastaneda@azed.gov.

Reviewer Signature

Date

on behalf of Kerrie Zigler

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

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