



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Base Year Administrative Review Summary Report

School Food Authority Name: Happy Valley School, Inc.

CTD: 07-89-98

Site: Burke Basic School

Contacts: Mike Gaddie, Director and Jeannine McDonald, Principal

Review Date: November 29, 2023

Review Period: October 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	One application was certified utilizing incomplete information. Specifically, the Social Security Number information was not completed on an application prior to certifying it. This did not contribute toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications and Reviewing Applications Based on Income sections 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>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.</i>
2	The method of certification for directly certified students was not accurate on the benefit issuance document. Specifically, 1 student directly certified as Medicaid Free was indicated as Migrant on the BID; 1 student directly certified as Medicaid Free (via sibling extension) and 2 students directly certified as Medicaid Free were indicated as SNAP on the BID; 3 students directly certified as SNAP were indicated as Homeless/Runaway on the BID; and 2 students directly certified as SNAP were indicated as Medicaid on the BID. This did not contribute toward fiscal action calculations.	Discussed direct certification procedures and procedures in updating and accurately transferring eligibility status to BID. Referred to Direct Certification Process section in USDA's Eligibility Manual for School Meals found on ADE's website at http://www.azed.gov/hns/nslp under the Guidance Manuals accordion.	<i>Corrections have been made to the certification status. Please provide written procedures that will be implemented to ensure that the method of certification listed on the benefit issuance document matches the direct certification reports.</i>

Performance Standard 1: Meal Counting & Claiming - Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

3	Verification procedures were not followed correctly. Specifically, households for whom benefits were to be reduced or terminated were not given 10 calendar days written advance notice of the change.	Discussed proper verification procedures and referred to ADE's Verification Tracking Form and Online Training: Verification Review 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.	<i>Please provide the written procedures for ensuring that households for whom benefits were to be reduced or terminated will be given 10 calendar days written advance notice of the change.</i>
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Meal Access & Reimbursement: Meal Counting & Claiming

No findings.

Comments/Recommendations:

Congratulations! Happy Valley School, Inc. has completed the Provision 2 Base Year Review for School Year 2023-2024. Thank you for your hard work throughout 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?

<input type="checkbox"/> No - SBP	<input type="checkbox"/> Yes - SBP	N/A
<input checked="" type="checkbox"/> No - NSLP	<input type="checkbox"/> Yes - NSLP	\$0

Please submit corrective action response by January 9, 2024 to Kariann Sadlon at Kariann.Sadlon@azed.gov.

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 on the National School Lunch Program Administrative Review tab on the ADE website.

Tom Horne, Superintendent of Public Instruction
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