



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Base Year Administrative Review Summary Report

School Food Authority Name: Phoenix Elementary District

CTD: 07-04-01

Site(s): Augustus H. Shaw Montessori, Capitol Elementary School, Faith North Early Childhood Learning Center, Garfield School, Kenilworth Elementary School, Lowell Elementary School, Magnet Traditional School, Maie Bartlet Heard School, Mary Mcleod Bethune School, Paul Dunbar Lawrence School, Ralph Waldo Emerson Elementary School, Silvestre S Herrera School, Thomas A Edison School, Whittier Elementary School.

Contacts: Ibi Haghghat, Miranda Martin, and Tyler Ross

Review Date: December 15, 2023

Review Period: November 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	Multiple 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 -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:

Thank you for your hard work and responsiveness during the review process! Your dedication to serving your students healthy, safe meals is evident. I appreciate the constant communication and your ability to go above and beyond. Keep up the good work!

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	\$1,496.95
<input type="checkbox"/> No - NSLP	<input checked="" type="checkbox"/> Yes - NSLP	\$3,368.75

Please submit corrective action response by March 29, 2024 to Sabrina Castaneda at Sabrina.Castaneda@azed.gov.

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.

Tom Horne, Superintendent of Public Instruction
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov
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This institution is an equal opportunity provider.