



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Desert Heights Charter Schools

CTD: 07-86-21

Site: Desert Heights Charter School

Contacts: Mark Jules, President and Vanessa Gonzalez, Food Service Director

Review Date: February 28, 2024

Review Period: January 2024

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
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#### Performance Standard 1: Certification and Benefit Issuance – Critical Area

1	One application was certified incorrectly or utilized incomplete information. Specifically, one application containing three students was approved for free meal benefits when the listed case number was invalid. This contributed toward fiscal action calculations.	Discussed valid case numbers in Arizona and steps to take if an invalid case number is received. Referred to Assessing Completeness of Categorically Eligible Applications section in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion. Suggested completing the training: Step-by-Step Instruction: How to Process Household Applications found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> 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.</i>
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#### 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

2	Households were not notified adequately notified of eligibility status. Specifically, the notification of benefits letter included incorrect contact information for the SFA.	Referred to Notification of Eligibility Determination section in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion. ADE Notification of Benefits Letter, School Meals template can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Eligibility Documents for School Meal Benefits accordion.	<i>Please provide a copy of the notification of benefits letter that will be used to notify households of their eligibility status. Additionally, provide written assurance that the notification of benefits letter will be updated to reflect any changes in program staff moving forward.</i>
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| 3 | The benefit issuance document did not accurately reflect method of certification. Specifically, the agency by which eligibility was derived was not accurate for 6 students. This did not result in fiscal action calculations due to both resulting in free eligibility. | Discussed that eligibility certification, including method of certification, must be properly transferred to the benefit issuance document.  | <i>Corrections have been made to the benefit issuance document. Please provide written procedures that will be implemented to ensure that the benefit issuance document reflects the method of certification indicated on the direct certification reports.</i> |
| 4 | The Free and Reduced-Price Policy Statement provided does not reflect current practices and procedures observed on-site. Specifically, individuals listed as LEA officials that have been designated to make eligibility determinations are not current.                  | Referred to Free and Reduced Price Policy Statement template found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Organizational accordion. | <i>Please provide an updated and signed Free and Reduced-Price Policy Statement. Additionally, please provide written assurance that moving forward, the Free and Reduced Price Policy Statement will reflect current practices.</i>                            |

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**Meal Access & Reimbursement: Verification**

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| 5 | The most recent Verification Summary Report was not accurate. Specifically, the Verification Summary Report indicated that verification was performed and completed by November 15 when Direct Verification was not conducted until December 12. | Discussed that Verification Summary Report must reflect actual verification process and results, discussed specific discrepancies. Additionally, referred to Section 6: Verification in USDA's Eligibility Manual for School Meals, Revised found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.  | <i>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.</i>   |
| 6 | The confirmation review was not conducted appropriately. Specifically, documentation showed that the confirmation review was completed on January 18, 2024 which was after households were contacted.  | Discussed when to conduct the confirmation review. Referred to The Online Training: Verification Review found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library accordion. Referred to Verification Tracking Form found on ADE's website at <a href="http://www.azed.gov/hns/nslp/forms">http://www.azed.gov/hns/nslp/forms</a> 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 <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion. | <i>Please provide written procedures for how and when 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 prior to contacting the households.</i> |
| 7 | Direct verification requirements were not met. Specifically, direct verification was not run on all selected students.   | Discussed requirements for conducting direct verification. Referred to Step-by-Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> 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 <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.  | <i>Please provide written procedures for conducting direct verification and written assurance that direct verification will be conducted according to requirements on all applications selected for verification.</i>  |

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| 8 | Direct verification procedures were not followed correctly. Specifically, direct verification was conducted after issuing the Notification of Verification letter to households. | Discussed direct verification must be conducted prior to notifying families. If the student was verified, verification is complete for the household. In this case, do not contact the household to provide income documentation. Referred to Section 6: Verification in USDA's Eligibility Manual for School Meals found on ADE's website at <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion.   | <i>Please provide written procedures for conducting direct verification and written assurance that direct verification will be conducted according to the required procedures.</i>   |
| 9 | Households selected for verification were not notified adequately. Specifically, the notification of verification letter included incorrect contact information for the SFA.     | Discussed the notification letters must reflect current practices. Referred to Notification of Verification Letter and Online Training: Verification Review found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> 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 <a href="https://www.azed.gov/hns/nslp">https://www.azed.gov/hns/nslp</a> under the Guidance Manuals accordion. | <i>Please provide a copy of the notification of verification letter that will be used to notify households that they've been selected for verification. Additionally, provide written assurance that the notification of verification letter will be updated to reflect any changes in program staff moving forward.</i> |

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**Meal Access & Reimbursement: Meal Counting and Claiming**

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*No findings.*

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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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*No findings.*

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**Meal Pattern & Nutritional Quality: Meal Components and Quantities**

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*No findings.*

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**Resource Management**

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| 10 | The Paid Lunch Equity Tool or comparable mechanism was not completed prior to the school year to assess the need to raise paid lunch prices resulting in the paid lunch price being below USDA's required minimum for School Year 2023-2024 of \$3.56. | Discussed requirements for Paid Lunch Equity (PLE) and reviewed the PLE Tool, non-Federal fund contribution, and available exemptions. Referred to the Paid Lunch Equity (PLE) Tool found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Financial accordion. | <i>Please provide a written description of the steps that will be taken to assess the need to raise paid lunch prices prior to each school year. Additionally, please provide a written description of the procedures that will be implemented to ensure the PLE Tool or other appropriate documentation to support compliance with paid lunch equity requirements will be maintained each school year and that paid lunch prices will be increased as calculations require.</i> |
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**Procurement**

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*No findings.*

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**General Program Compliance: Civil Rights**

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| 11 | The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the nondiscrimination statement on the notification of benefits letters and notification of verification letters was not current. | Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and whether long or short statement would be most appropriate. | <i>Please provide an updated program materials (notification of benefits letter and notification of verification letter) with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
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**General Program Compliance: SFA On-Site Monitoring**

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*Not applicable.*

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**General Program Compliance: Local Wellness Policy**

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*No findings.*

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**General Program Compliance: Competitive Food Services**

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*No findings.*

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**General Program Compliance: Professional Standards**

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12	The School Nutrition Program Director hired after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date.	Discussed requirement and feasibility for attending an available certification training within current school year. Food Safety Online Training Library can be found on ICN's website at <a href="https://theicn.org/icn-resources-a-z/food-safety/">https://theicn.org/icn-resources-a-z/food-safety/</a> .	<i>Food safety certification was completed on June 23, 2022. No further corrective action required.</i>
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**General Program Compliance: Water**

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*No findings.*

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**General Program Compliance: Food Safety, Storage and Buy American**

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*No findings.*

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**General Program Compliance: Reporting and Recordkeeping**

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*No findings.*

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**General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach**

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*No findings.*

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**Other Federal Program Reviews: Afterschool Snack Program**

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*Not applicable.*

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2024 if applicable.

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**Other Federal Program Reviews: Fresh Fruit and Vegetable Program**

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*Not applicable.*

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**Other Federal Program Reviews: Special Milk Program**

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*Not applicable.*

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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*Not applicable.*

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Comments/Recommendations:

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Congratulations! Desert Heights Charter Schools has completed the administrative review for the 2023-2024 school year. Thank you for your hospitality and organization during the review process. It is evident that you are working hard to ensure your students are fed healthy meals in a welcoming environment.

**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 checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$25.85
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$146.30

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 7, 2024 to Karen Chingofor at [Karen.Chingofor@azed.gov](mailto:Karen.Chingofor@azed.gov).

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

Tom Horne, Superintendent of Public Instruction  
1535 West Jefferson Street • Phoenix Arizona 85007 • [www.azed.gov](http://www.azed.gov)  
“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.