



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Balsz Elementary District

CTD: 07-04-31

Site: Brunson-Lee Elementary School

Contacts: George Barns, Superintendent and Aracely Soto, Director of Finance

Review Date: February 11, 2025

Exit Conference Date: February 11, 2025

Review Period: January 2025

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			
	No findings.		
Meal Access & Reimbursement: Meal Counting and Claiming			
	No findings.		
Meal Pattern & Nutritional Quality: Offer Versus Serve			
	No findings.		
Meal Pattern & Nutritional Quality: Meal Components and Quantities			

No findings.

Resource Management

1	Indirect costs were incorrectly calculated. Specifically, the correct indirect cost rate was applied to an incorrect direct cost base. Specifically, Balsz Elementary District direct cost base was not supported by expenses reported in general ledger. \$243,886.53 must be returned to the nonprofit school food service account.	Discussed proper classification of direct/indirect costs. Reviewed requirements that indirect costs be charged consistently across the SFA as required in 2 CFR 200.412-414. Referred to the USDA's Indirect Cost Guidance Manual located at https://www.azed.gov/hns/nslp under the Guidance Manuals accordion, which can be used as a resource when determining allowable indirect costs.	<i>Please provide the calculation or tool that will be used to determine the amount of indirect costs charged to the nonprofit school food service account. Additionally, please provide supporting documentation which reflects that \$243,886.53 of indirect costs charged in excess of the allowable rate have been returned to the nonprofit school food service account.</i>
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General Program Compliance: Civil Rights

No findings.

General Program Compliance: SFA On-Site Monitoring

No findings.

General Program Compliance: Local Wellness Policy

No findings.

General Program Compliance: Competitive Food Services

No findings.

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

No findings.

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

No findings.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2025 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:

Thank you for your participation in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Fresh Fruit and Vegetable Program (FFVP), and Afterschool Snack Program. The services provided to students are incredibly valuable and greatly appreciated. Balsz Elementary District's inclusion of culturally relevant menu options and the opportunities for students to engage with the foods offered is commendable and contribute to a more meaningful and enriching dining experience. The organization and execution of the program were excellent, with seamless operations that ensured efficiency and accessibility. Most importantly, it was evident that the staff genuinely cared about the quality of food served and the well-being of the students. Their dedication made a positive impact. Thank you for your efforts in supporting student nutrition and well-being!

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?

☒ No- SBP ☐ Yes- SBP 0
☒ No- NSLP ☐ Yes- NSLP 0

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **April 18, 2025** to Ana Gandarilla-Begay at Ana.gandarilla-begay@azed. The response must be on organizational letterhead and signed by an authorized representative and must indicate that corrective actions will be implemented SFA-wide.

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 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
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This institution is an equal opportunity provider.