



ARIZONA DEPARTMENT OF
EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Mingus Springs Charter School

CTD: 13-87-12

Site: Mingus Springs Charter School

Contacts: Melissa Hunter, Principal

Shannon Kerr, NSLP Director

Review Date: April 9, 2024

Review Period: March 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

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

1	An individual separate from the application approval process has not been designated as the hearing official. Specifically, the hearing official and confirming official were the same individual.	Discussed school official who could be designated. Referred to Hearing Procedure section 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 the name and title of the individual designated as the hearing official. Additionally, please provide documentation to demonstrate where households are notified of the hearing official.</i>
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Meal Access & Reimbursement: Verification

2	Households selected for verification were not notified adequately. SFA's notice of verification letter was missing the modified Use of Information Statement ("The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced-price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced-price meals.")	Discussed requirements for notifying households selected for verification. Referred to Notification of Verification Letter and Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/training . 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 assurance that households selected for verification will be notified according to requirements. Additionally, provide a copy of the notification letter that will be used for this purpose.</i>
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On-SAT SFA #211

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

No findings.

Procurement

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| 3 | The SFA did not provide written codes of conduct for procurement within the program. | Discussed that non-Federal entities must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. | <i>Please provide written codes of conduct that are consistent with 2 CFR 200.318.</i> |
| 4 | The SFA did not take steps to assure that small, minority, and women's business enterprises and labor surplus firms are used when possible. | Discussed that non-Federal entities must take all necessary affirmative steps to assure that minority businesses, women's businesses, and labor surplus area funds are used when possible. Affirmative steps must include: placing qualified small and minority businesses and women's business enterprises on solicitation list; assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources; dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises; establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises; using services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and requiring the prime contractor, if subcontracts are to be let, to take these affirmative steps. Referred to 2 CFR 200.321. | <i>Please provide written procurement procedures that include the affirmative steps that will be taken to ensure that minority businesses, women's businesses, and labor surplus area funds are used when possible.</i> |
| 5 | The SFA did not provide a completed Procurement Tool. | Discussed that SFAs must comply with Procurement review requirements, to include the completion of the Procurement Tool. | <i>Please provide a completed Procurement Tool.</i> |
| 6 | The SFA's documented procurement procedures do not include State, local and Federal laws and regulations per 2 CFR 200.318(a)/7 CFR 3016.36(b)(1). | Discussed that SFAs must maintain documented procurement procedures that include State, local and Federal laws and regulations per 2 CFR 200.318(a)/7 CFR 3016.36(b)(1). | <i>Please submit a copy of your procurement procedures that include State, local and Federal laws and regulations per 2 CFR 200.318(a)/7 CFR 3016.36(b)(1).</i> |

General Program Compliance: Civil Rights

No findings.

General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

7 A recent assessment of the implementation of the Local Wellness Policy (LWP) has not been conducted nor have plans been developed to complete the assessment.	Discussed requirement to complete an assessment once every three years, at a minimum. The assessment must measure how the LEA is complying with their LWP, how the LEA's LWP compares to the model wellness policy, and progress made in attaining the goals of the wellness policy. SFA has not decided upon an assessment method or tool. Additionally, discussed feasible means for notifying the public of the results of the most recent assessment. Sample evaluation tools can be found on ADE's website at https://www.azed.gov/hns/nsjp/forms under the Local Wellness Policy accordion. Local Wellness Policy Assessment: Making it Meaningful Webinar can be found on ADE's website at https://www.azed.gov/hns/nsjp/training under the Online Training accordion.	<i>Please provide a written plan for conducting an assessment of the implementation of the LWP. This plan must include who will be designated as the oversight official, who will be invited to participate in the assessment process, and the date by which the assessment is expected to be completed.</i>
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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

Not applicable.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2024 if applicable.

Other Federal Program Reviews: Fresh Fruit and Vegetable Program

Not applicable.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Other Federal Program Reviews: At-Risk Afterschool Meals

Not applicable.

Comments/Recommendations:

Congratulations! Mingus Springs Charter School has completed the Administrative Review for the 2023-2024 school year.

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.

Fiscal Action Assessed?

- No- SBP Yes- SBP
 No- NSLP Yes- NSLP

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 30, 2024 to Elsa Ramirez at Elsa.Ramirez@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

Tom Horne, Superintendent of Public Instruction
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov
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