



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Base Year Administrative Review Summary Report

School Food Authority Name: West Valley Arts and Technology Academy, Inc.

CTD: 07-85-48

Site: Riverbend Prep

Contacts: Charissa Kelley, Food Service Manager Nick Brandt, Head of School

Review Date: January 30, 2024

Review Period: December 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

No Findings.

Performance Standard 1: Meal Counting & Claiming - Critical Area

No Findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

No Findings.

Meal Access & Reimbursement: Verification

1	The most recent Verification Summary Report was not accurate. Specifically, SFA provided verification documentation for 3 applications, however, the verification summary report indicates 4 application were verified.	Discussed correct calculation of sample size and which applications are subject to verification. 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 written procedures for how the verification sample size will be determined in the future.</i>
2	The verified applications on file did not match the number reported on the verification summary report.	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 https://www.azed.gov/hns/nslp 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>

Meal Access & Reimbursement: Meal Counting & Claiming

No Findings.

Comments/Recommendations:

Congratulations! West Valley Arts and Technology Academy, Inc. has completed the Provision 2 Base Year Review for School Year 2023-2024. Thank you for your hard work throughout the review process, and keep up the great 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 checked="" type="checkbox"/> No - SBP	<input type="checkbox"/> Yes - SBP	\$0
<input checked="" type="checkbox"/> No - NSLP	<input type="checkbox"/> Yes - NSLP	\$0

Please submit corrective action response by **April 26, 2024** to Shayna Royston at Shayna.Royston@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
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov
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This institution is an equal opportunity provider.