



**ARIZONA DEPARTMENT OF
EDUCATION**

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: St. Agnes School
 CTD: 07-20-34
 Site: St. Agnes School

Contacts: Kelly Aranowski, Principal and Jessica Otero, NSLP Director

Review Date: April 16, 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

1	Multiple students in the sample selected did not have supporting eligibility documentation on file. Specifically, 5 students without eligibility documentation were certified for free or reduced-price benefits. This contributed toward fiscal action calculations.	Discussed that all free and reduced-price applications, including applications from households determined ineligible for benefits, must be kept on file for a minimum of five years after the final claim is submitted for the fiscal year to which they pertain as is required by Arizona law. Also discussed best practices of organization for eligibility documentation.	<i>Corrections have been made to the certification status of these students. Please provide written procedures that will be implemented to ensure that all free and reduced-price applications will be kept on file according to USDA's requirements and written assurance that this will occur.</i>
2	Multiple applications were certified incorrectly. Specifically, 4 reduced-price-eligible students were certified for free benefits. This contributed toward fiscal action calculations.	Discussed errors found and required corrective action. Referred to Processing Applications and Reviewing Applications Based on Income sections 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. 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>

<p>3 One application was certified incorrectly. Specifically, 1 student was certified for free benefits utilizing an invalid case number. This contributed toward fiscal action calculations.</p>	<p>Discussed errors found and required corrective action. Referred to Processing Applications, Assessing Completeness of Categorically Eligible Applications, and Determining Eligibility for Categorically Eligible Applications sections 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.</p>	<p><i>Corrections have been made to certification errors. Please describe the process that will be implemented when processing case number applications.</i></p>
<p>4 Multiple applications were certified utilizing incomplete information. Specifically, 4 students were certified for free and reduced-price benefits without Social Security Number information provided. This did not contribute toward fiscal action calculations.</p>	<p>Discussed errors found and required corrective action. Referred to Processing Applications and Reviewing Applications Based on Income sections 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.</p>	<p><i>Corrections have been made to certification errors. Please describe the process that will be implemented to ensure completeness of applications prior to determining the eligibility status for each student.</i></p>
<p>5 One student who was found to be directly certified was not certified for free meal benefits. Specifically, one student was a match in Medicaid-Free but was on the benefit issuance document as Reduced. This contributed towards fiscal action calculations.</p>	<p>Discussed direct certification procedures and procedures in updating and accurately transferring eligibility status to BID. Referred to Direct Certification Process section in USDA's Eligibility Manual for School Meals found on ADE's website at http://www.azed.gov/hns/nslp under the Guidance Manuals accordion.</p>	<p><i>Corrections have been made to the certification status. Please provide written procedures that will be implemented to ensure that all students who are directly certified are provided with free meal benefits.</i></p>
<p>6 In multiple instances, the eligibility determined was not transferred correctly to the benefit issuance document. Specifically, four applications (7 students) were reflected incorrectly on the benefit issuance document; 5 students who did not qualify for benefits were listed as Free and 2 students who were eligible for free benefits were listed as Reduced. This contributed toward fiscal action calculations.</p>	<p>Discussed best practices (like having someone double check) for ensuring eligibility status is transferred to the benefit issuance document on a regular basis. The Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.</p>	<p><i>Corrections have been made to the benefit issuance document. Please provide a written description of the process that will be implemented to ensure that the benefit issuance document matches all current students and their eligibility status.</i></p>

Performance Standard 1: Meal Counting and Claiming – Critical Area

<p>7 Meal count totals by category for the review period were not correctly combined and recorded. Specifically, order counts were used toward the claim rather than actual meals provided at the point of service. This was deemed a systemic error and contributed toward fiscal recalculation of claims from December 2023 - March 2024.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.</p>	<p><i>Please provide a written description of changes to the system that have been implemented to ensure that meal service lines provide an accurate count by eligibility category.</i></p>
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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

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| 8 | An individual separate from the application approval process has not been designated as the hearing official. | 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> |
| 9 | Direct certification matches were not conducted according the proper time frames, which is at least once at or around the beginning of the school year, three months after the initial effort and six months after the initial effort). Specifically, direct certification remained inactive for 99 days. | Referred to Direct Certification for Assistance Programs 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. Additionally, used school calendar to plot timeframes for running reports. The NSLP At A Glance Calendar and The Monthly Checklist for School Food Authorities can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Calendar and Checklists accordion. | <i>Please provide a written description of the changes that have been implemented to ensure direct certification will be conducted according to the proper time frames. Additionally, please provide written assurance that, moving forward, direct certification will be run according to the prescribed timeframes for all students enrolled.</i> |
| 10 | The benefit issuance document does not contain all required sections. Specifically, the benefit issuance document was missing the type of certification and date of certification. | Referred to Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) on ADE's website found at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide a complete benefit issuance document that contains all required sections. Additionally, please provide the certificate of completion for Step-by-Step Instruction: How to Create a Benefit Issuance Document (BID) must be submitted.</i> |

Meal Access & Reimbursement: Verification

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| 11 | The person designated as the confirming official is the same person who makes eligibility determinations. | Discussed requirement for having a designated official for conducting confirmation reviews who is not the same person who determined eligibility. The Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/training 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 https://www.azed.gov/hns/nslp under the Guidance Manuals accordion. | <i>Please provide the name and title of the individual designated as the confirming official. Additionally, please provide written assurance that the person designated as the confirming official will not be the same person who determines eligibility.</i> |
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| 12 The most recent Verification Summary Report was not accurate. Specifically, the Verification Summary Report submitted by the SFA stated that 2 applications were selected for verification and were directly verified when verification was not conducted. | Discussed that Verification Summary Report must reflect actual verification process and results, discussed specific discrepancies. 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> |
| 13 Direct verification was not conducted appropriately. Specifically, direct verification was conducted on entire student population instead of only students selected for verification. | Discussed how to conduct direct verification in ADEConnect CNP Direct Certification/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 https://www.azed.gov/hns/nslp/training 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 https://www.azed.gov/hns/nslp 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. Additionally, the certificate of completion of Step-by-Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification must be submitted.</i> |
| 14 Verification procedures were not followed correctly. Specifically, verification was not conducted in School Year 2023-2024. | Discussed proper verification procedures and referred to Verification Tracking Form and Online Training: Verification Review found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. 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 a written description of changes to the system that have been implemented to ensure that verification will be conducted according to the required procedure. Additionally, the certificate of completion of Online Training: Verification Review must be submitted.</i> |

Meal Access & Reimbursement: Meal Counting and Claiming

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| 15 The Free and Reduced-Price Policy Statement does not reflect current practices and procedures observed on-site. Specifically, individual who no longer works with the SFA is listed as the LEA official designated to make eligibility determinations. | Referred them to the Free and Reduced-Price Policy Statement template found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Organizational accordion. | <i>Please provide a copy of the updated and signed Free and Reduced-Price Policy Statement sent to the SFA's assigned HNS Specialist. Additionally, please provide written assurance that moving forward, the Free and Reduced-Price Policy Statement will reflect current practices.</i> |
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16 A local meal charge policy has not been developed.	Discussed the Unpaid Meal Charge Policy and referred to memos SP 29-2017, SP 29-2017a, SP 23-2017 and HNS 14-2017, which can be found on ADE's website at https://www.azed.gov/hns/memos .	<i>Please provide a copy of the local meal charge policy that will be created.</i>
17 Daily edit checks are not being conducted.	Discussed how to complete daily edit checks using ADE's Daily Edit Check worksheet. The Daily Edit Check Worksheet can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational accordion. The Step-by-Step Instruction: How to Complete Daily Edit Checks can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	<i>Please provide a completed daily edit check worksheet for the most recently submitted claim month. Additionally, please provide written assurance that daily edit checks will be conducted. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete Daily Edit Checks must be submitted.</i>

Meal Pattern & Nutritional Quality: Offer Versus Serve

Not applicable.

Meal Pattern & Nutritional Quality: Meal Components and Quantities

18 Signage which explains what constitutes a reimbursable meal was not displayed to students at breakfast and lunch. Specifically, signs displayed are in relation to Offer Versus Serve. However, this site is participating in Serve Only.	Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.	<i>Please provide the signs that will be displayed to students that demonstrates what constitutes a reimbursable meal for breakfast and lunch. Additionally, please provide written assurance that this sign will be displayed for all students to see.</i>
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Resource Management

No Findings.

Procurement

19 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>
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20 The SFA did not provide documented procurement procedures.

Discussed that non-Federal entities must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of the Code of Federal Regulations for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in 2 CFR 200.317 through 2 CFR 200.327.

Please provide written procurement procedures that are consistent with 2 CFR 200.317 through 2 CFR 200.327.

General Program Compliance: Civil Rights

21 The public/media release was not provided to local media, the unemployment office and local employers considering large layoffs.

Discussed requirements and timeframe for public/media release, and best options locally for submitting the release to. Showed where template release can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms/>. Discussed who would be responsible for doing this.

Please provide written procedures for distributing the public/media release and written assurance that the public/media release will be submitted to the local media, the unemployment office and local employers considering large layoffs prior to the start of each school year.

22 Sufficient documentation to support accommodations for special diets has not been maintained. Specifically, there is no form made available to accommodate students with dietary needs that diverge from meal pattern requirements.

Discussed requirements for accommodating special diets and the need for sufficient documentation. Referred to Medical Statement for Students with Special Dietary Accommodations found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Operational accordion. Additionally, referred to Accommodating Children with Disabilities in the School Meal Program found on ADE's website at <https://www.azed.gov/hns/nslp> under the Guidance Manuals accordion. Step-by-Step Instruction: How to Complete the Medical Statement for Students with Special Dietary Accommodations can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Training Library accordion.

Please provide written procedures for maintaining documentation supporting accommodations for special diets and written assurance that sufficient documentation to support accommodations for special diets will be maintained. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete the Medical Statement for Students with Special Dietary Accommodations must be submitted.

<p>23 Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, incoming complaints alleging discrimination within the school meal program are directed to the school principal rather than an outside agency.</p>	<p>Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at https://www.azed.gov/hns/civilrights. The Step-by-Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.</p>	<p><i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements. Additionally, the certificate of completion of Step-by-Step Instruction: How to File a Civil Rights Complaint must be submitted.</i></p>
<p>24 Program staff have not been trained on civil rights topics. Specifically, civil rights training has not been completed nor planned for program staff in School Year 2023-2024.</p>	<p>Discussed requirement and how to document that requirement has been met. An acceptable civil rights power point training material can be found on ADE's website at https://www.azed.gov/hns/civilrights.</p>	<p><i>Please provide written assurance that all food service staff will be trained at hire and as needed on Civil Rights Compliance in Child Nutrition Programs. Describe the process that will be implemented to ensure that this requirement is adhered to and properly documented.</i></p>
<p>25 The Civil Rights Compliance form is not being completed every year by December 15 and kept on file.</p>	<p>Discussed requirement for completing form and how to collect racial/ethnic data from program participants. The form can be found on ADE's website at https://www.azed.gov/hns/civilrights. The Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.</p>	<p><i>Please provide written assurance that the Civil Rights Compliance form will be completed by December 15 each year and kept on file for 5 years. Additionally, please indicate who will be responsible for completing this form. Additionally, the certificate of completion of Step-by-Step Instruction: How to Complete the Civil Rights Compliance Form must be submitted.</i></p>
<p>26 The most recent "And Justice for All" poster was not displayed in a prominent location and was not visible to all program participants. Specifically, an outdated "And Justice for All" poster was displayed.</p>	<p>Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at https://www.azed.gov/hns/civilrights. Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification.</p>	<p><i>Please provide pictures to demonstrate the posters are now displayed in a prominent location and visible to all program participants. Additionally, please provide written assurance that the "And Justice For All" poster has been displayed in a prominent location and visible to all program participants.</i></p>

No findings.

General Program Compliance: Local Wellness Policy

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| 27 | The public is not being notified of the existence and contents of the Local Wellness Policy (LWP). | Discussed feasible means of notifying the public about the LWP. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion. | <i>Please provide a written description of how the public will be notified of the existence and contents of the LWP.</i> |
| 28 | Potential stakeholders are not made aware of their ability to participate in the development, review, update and implementation of the Local Wellness Policy (LWP). Specifically, the general public was not made aware of their ability to participate in the development, review, and update of the LWP. | Discussed feasible means of notifying potential stakeholders of their ability to participate. The Local Wellness Policy Final Rule: Guidance and Tools From ADE Webinar can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training accordion. | <i>Please provide a written description of how all potential stakeholders, including the general public, will be made aware of their ability to participate in the development, review, update, and implementation of the LWP.</i> |
| 29 | 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. 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/nslp/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/nslp/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> |

General Program Compliance: Competitive Food Services

No findings.

General Program Compliance: Professional Standards

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| 30 | 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 https://theicn.org/icn-resources-a-z/food-safety/ . | <i>Please provide the expected date that food safety certification training will be completed by the School Nutrition Program Director.</i> |
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31 The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. Training Curriculum for Arizona Child Nutrition Professionals Operating the National School Lunch and School Breakfast Program can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Build Your Employees Training Plans accordion. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	<i>Please provide the expected date that the training requirement will be met as well as the name, date and content information of trainings that the School Nutrition Program Director is registered for. Additionally, the certificate of completion of Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors must be provided.</i>
32 Professional Standards training hours are not being tracked on an annual basis.	Referred to ADE's Training Tracking forms found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Professional Standards accordion. The Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion.	<i>Please provide the tracker that will be used to track Professional Standards training hours on an annual basis for all School Nutrition Program staff. Additionally, please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff on an annual basis.</i>

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

33 A written food safety plan has not been developed.	Discussed required components of a food safety plan and resources available on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety accordion.	<i>Please provide a copy of the written food safety plan to be stored on site.</i>
34 The most recent food safety inspection report was not posted in a prominent location and was not visible to all program participants.	Discussed making copies of most recent report and feasible places for posting.	<i>Please provide a photo demonstrating that the most recent food safety inspection report has been posted in a location where the program participants can view it. Additionally, please specify where the report has been posted.</i>

General Program Compliance: Reporting and Recordkeeping

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| 35 | Production records for breakfast provided did not contain all required sections: Specifically, production records used/left over section is not completed adequately. | Discussed required sections of production records. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide copies of completed breakfast production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
| 36 | Production records for lunch provided did not contain all required sections: Specifically, production records used/left over section is not completed adequately. | Discussed required sections of production records. Production Record Templates can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library accordion. | <i>Please provide copies of completed lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years.</i> |

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

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| 37 | Outreach to families regarding the availability of the School Breakfast Program (SBP) was not conducted at the beginning of the school year. | Discussed methods of notifying families of the availability of the SBP at the start of the school year. Additionally, discussed SBP outreach must include: serving times, locations where breakfast is available, and SBP costs. | <i>Please provide documentation that demonstrates how households are notified of the availability of the SBP at the beginning of the school year. Additionally, please provide a written description of how households will be notified of the availability of the SBP at the beginning of the school year and written assurance that this will occur.</i> |
| 38 | Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year. | Discussed other resources within the local area to provide families regarding meals during the summer months when school is not in session. Summer feeding locations can be found at https://www.azhealthzone.org/ . | <i>Please provide a description of how households will be notified of the availability of the SFSP prior to the end of the school year and written assurance that this will occur. If you do not plan to operate the SFSP and no other entities reasonably close to your site operate the SFSP, please provide a description of other community resources that will be provided to households prior to the end of the school year.</i> |

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! St. Anges School 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?

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|-----------------------------------|---|--------------|
| <input type="checkbox"/> No- SBP | <input checked="" type="checkbox"/> Yes- SBP | [\$6,442.92] |
| <input type="checkbox"/> No- NSLP | <input checked="" type="checkbox"/> Yes- NSLP | [\$8,119.45] |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by June 15, 2024 to Karen Chingofor at Karen.Chingofor@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 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

“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.