



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: Ball Charter School (Hearn)
07-89-87
Site(s): Hearn Academy, The – A Ball Charter School

Contacts: Edward Traud, Principal and Killmer Kelly, Nutritional Services Coordinator

Review Date: March 19, 2024

Review Period: February 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
Performance Standard 1: Certification and Benefit Issuance – Critical Area			
	<i>No findings.</i>		
Performance Standard 1: Meal Counting and Claiming – Critical Area			
	<i>No findings.</i>		
Performance Standard 2: Meal Components & Quantities – Critical Area			
1	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, Meat/Meat-Alternate served at lunch did not meet minimum weekly requirements. This was not a repeat finding from the previous cycle and did not contribute toward fiscal action calculations.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., increasing serving sizes of meat alternate for vegetarian meals, changing recipes, etc.). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. Meal pattern requirements for the National School Lunch Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).	<i>Please provide a written description of the changes that have been made to ensure that weekly M/MA quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu.</i>

Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

No findings.

Meal Access & Reimbursement: Certification and Benefit Issuance

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| 2 | The eligibility determined for three students from the review sample were not transferred correctly to the benefit issuance document. | Discussed that if a benefit issuance document is processed manually, the BID must include an accurate method of certification along with other requirements. Discussed the option to adopt the report that is being processed automatically by the electronic POS currently in use as the sole BID for the food service program. Establishing Eligibility 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>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> |
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Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting and Claiming

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| 3 | Daily edit checks are not being conducted appropriately. Specifically, the attendance factor on the daily edit check does not match the attendance factor on the monthly reimbursement claims. | 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 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> |
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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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| 4 | The SFA did not publicly advertise a Request for Proposals for the following goods/services: Prudential Supply. | Discussed that formal procurement methods are required when the value of the procurement for property or services under a Federal financial assistance award exceeds the Simple Acquisition Threshold. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Referred to 2 CFR 200.320(b)(2)(l). | <i>Please provide a written description of the procurement procedures that will be implemented for publicizing solicitations for all requests for proposals. Additionally, please provide written assurance that all records will be maintained for 5 years.</i> |
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General Program Compliance: Civil Rights

No findings.

General Program Compliance: SFA On-Site Monitoring

Not Applicable.

General Program Compliance: Local Wellness Policy

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| 5 | 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> |
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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

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| 6 | The Annual Financial Report was completed inaccurately. Specifically, the review of internal accounting documentation did not reflect the total expenses reported in the Annual Financial Report. | Reviewed and discussed errors with Food Service Director. Suggested routing AFR to a second designated official for review prior to submission. | <i>Please describe the steps that will be taken to ensure that the AFR is completed accurately.</i> |
| 7 | The current Free and Reduced-Price Policy Statement does not contain the signature of an authorized signer as identified on the LEAs Food Program Permanent Service Agreement. | Discussed steps required to update the Free and Reduced-Price Policy Statement to reflect a current authorized signer. | <i>Please submit a Free and Reduced-Price Policy Statement for Ball Charter Schools (Hearn) indicating an authorized signer.</i> |

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

No findings.

Other Federal Program Reviews: Afterschool Snack Program

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| 8 | Production records do not support that the Afterschool Snack Program (ASP) meal pattern was met on the following dates: February 12 - February 16, 2024. Site served three grain-based dessert items in one week. This finding contributed toward fiscal action calculations. | Discussed the meal pattern requirements of the ASP and limiting grain-based desserts to no more than two items served in one week. The ASP meal pattern chart can be found on ADE's website at https://www.azed.gov/hns/afterschool under the Meal Pattern accordion. | <i>Please provide ASP production records for 5 consecutive days that demonstrate that the ASP meal pattern requirements have been met. Additionally, please provide written assurance that the ASP meal pattern will be adhered to at all times.</i> |
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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! A Ball Charter School - The Hearn Academy has completed the administrative review for the 2023-2024 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. Your team works marvelously together in order to do an outstanding job implementing the National School Lunch Program, School Breakfast Program and Afterschool Snack Program. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a supportive 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 checked="" type="checkbox"/> No- SBP | <input type="checkbox"/> Yes- SBP | |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | \$42.12 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by June 14, 2024 to Jackie Rodriguez at Jackie.Rodriguez@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 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.