



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Administrative Review Summary Report

School Food Authority Name: CAFA, Inc. dba Learning Foundation and Performing Arts Gilbert
CTD: 07-85-64
Site: Learning Foundation and Performing Arts Warner

Contacts: Evelyn Taylor, Executive Director and Janell Houghton, NSLP Manager

Review Date: November 20, 2024

Exit Conference Date: November 20, 2024

Review Period: October 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	<p>Student eligibility was determined utilizing incomplete or inconsistent information. Specifically, four participants were certified free using an incorrect case number and one participant was certified reduced using an incorrect household total. This contributed toward fiscal action calculations.</p>	<p>Discussed errors found and required corrective action. Referred to Processing Applications, Reviewing Applications Based on Income, Assessing Completeness of Categorically Eligible Applications, Determining Eligibility for Categorically Eligible Applications 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. 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.</p>	<p><i>Corrections have been made to certification errors. Please describe the process that will be implemented to ensure the completeness of household applications.</i></p>
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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

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| 2 | Verification procedures were not followed correctly. Specifically, the SFA did not conduct verification activities according to the required timeline and did not appropriately select applications for verification. | 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 procedures.</i> |
| 3 | An incorrect number of applications were selected for verification based on the sampling method used. Specifically, one application should have been verified using the Standard sampling method, but 2 were actually verified during verification in School Year 2023-2024. | Discussed correct calculation of sample size and which applications are subject to verification. Referred to the Verification Sample Size Calculators located in CNP Verification Reporting 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, 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> |
| 4 | The most recent Verification Summary Report was not accurate. Specifically, the SFA misreported the number of applications selected for verification, the type of applications selected for verification, and the results of direct verification on the School Year 2023-2024 Verification Summary Report. | Discussed that Verification Summary Report must reflect actual verification process and results and discussed specific discrepancies that occurred. Referred to the 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, 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> |
| 5 | The applications selected for verification on file did not match the number of applications reported on the most recent Verification Summary Report. Specifically, the SFA reported that 2 applications were selected for verification with a total of 2 students and 2 applications were verified for cause when only a total of 2 applications were selected for verification and neither had reasoning for being selected for cause. Further, the SFA reported that there were no error-prone applications when several were observed during the review process. | Discussed that Verification Summary Report must reflect actual verification process and results and discussed specific discrepancies that occurred. Referred to the 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, 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 number of applications selected for verification.</i> |

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| 6 | Applications subject to verification were not selected in accordance with the sampling method used. Specifically, error-prone applications were not selected for verification utilizing the standard sampling method when applications were determined to be error-prone that should have been subjected to verification. | Discussed requirement of selecting from error-prone applications when utilizing the standard or Alternate 2 sampling methods and potential methods of identifying them. Referred to Error-Prone Worksheet found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Eligibility Documents for School Meal Benefits accordion. The Step-by-Step Instruction: How to Identify Household Applications That Are Error-Prone 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 written description of how error-prone applications will be identified. Additionally, please provide written assurance that error-prone applications will be verified when utilizing the either the Standard or Alternate 2 sampling method. Additionally, the certificate of completion of Step-by-Step Instruction: How to Identify Household Applications That Are Error-Prone must be submitted.</i> |
| 7 | Verification activities were not completed by November 15. Specifically, the confirmation review and direct verification were conducted on December 6, 2023, and letters to the household were issued on December 6, 2023. | Discussed requirement for completion of verification activities by November 15, including the notification of verification results. Referred to Verification Best Practices Calendar and Online Training: Verification Review found at https://www.azed.gov/hns/nslp/forms under the Calendars and Checklists accordion. | <i>Please provide written assurance that verification will be completed by November 15 each year, as well as the steps that will be taken to ensure this requirement is adhered to.</i> |

Meal Access & Reimbursement: Meal Counting and Claiming

No findings

Meal Pattern & Nutritional Quality: Offer Versus Serve

Not applicable

Meal Pattern & Nutritional Quality: Meal Components and Quantities

No findings

Resource Management

No findings

General Program Compliance: Civil Rights

No findings

General Program Compliance: SFA On-Site Monitoring

No findings

General Program Compliance: Local Wellness Policy

8 A recent assessment of the implementation of the Local Wellness Policy 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 Local Wellness Policy, how the LEA's Local Wellness Policy 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.

Please provide a written plan for conducting an assessment of the implementation of the Local Wellness Policy. 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.

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

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| 9 | Households were not notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year. | Discussed methods of notifying families of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year and determined which was most feasible. Summer feeding locations can be found at https://www.azhealthzone.org/ . | <i>Please provide a written description of how households will be notified of the availability of the Summer Food Service Program (SFSP) prior to the end of the school year, including the documentation that will be used for the notification. Additionally, please provide written assurance that this will occur at the end of each school year.</i> |
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Other Federal Program Reviews: Afterschool Snack Program

Not applicable

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2025 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 on completing the Administrative Review! Thank you for your hard work and cooperation during this process.

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 \$29.40
 No- NSLP Yes- NSLP \$132.33

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by January 31, 2025 to Berenice Camacho Castaneda, Berenice.CamachoCastaneda@azed.gov. 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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