



## Arizona Department of Education

Health and Nutrition Services Division

HNS# 26-2020

### MEMORANDUM

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**To:** School Food Authorities and Community Organizations Operating the Summer Food Service Program or Seamless Summer Option

**From:** Melissa Conner, Associate Superintendent  
Arizona Department of Education, Health and Nutrition Services Division

**Date:** May 7, 2020

**Subject:** Administrative Reviews for the Summer Food Service Program in Arizona During the Novel Coronavirus (COVID-19) Public Health Emergency

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*Original Signed*

The purpose of this memorandum is to notify all School Food Authorities (SFAs) and Community Organizations (COs) operating the Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) in Arizona of the Arizona Department of Education's (ADE) plan to begin monitoring activities. ADE has opted into the following nationwide waivers pertaining to State agency (SA) monitoring requirements: *COVID-19: Child Nutrition Response #11: Nationwide Waiver of Onsite Monitoring Requirements in the Summer Food Service Program* and *COVID-19: Child Nutrition Response #9: Nationwide Waiver of Onsite Monitoring Requirements in the School Meals Programs*. Per the guidance found in these memos, the SA may waive the on-site portions of the Administrative Review (AR) for both the SFSP and SSO. The USDA issued memos also ask that each SA review these areas offsite, to the maximum extent practicable.

Beginning in the month of May 2020, ADE will begin selecting SFAs and COs to receive an AR for the SFSP and SSO. SFAs and COs will be notified in writing if they have been selected for an AR per the USDA-defined criteria in 7 CFR 225.7(d)(2)(ii) and 7 CFR 210.18(e)(3)(ii). In addition to reviewing all areas required through the AR, ADE will also be focusing on how SFAs and COs have utilized other nationwide waivers such as non-congregate feeding, area eligibility, monitoring, and meal pattern requirements to benefit the children participating in the SFSP or SSO.

Please contact either your School Nutrition Programs or Summer Food Service Programs Specialist with questions concerning this guidance. Your assigned Specialist can be found at the top of the Sponsor application in CNPWeb. You may also send an email to [ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov) or [SFSP@azed.gov](mailto:SFSP@azed.gov), or call 602-542-8700.

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**Kathy Hoffman, Superintendent of Public Instruction**

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