



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Casa Grande Elementary District

CTD: 11-04-04

Sites: Cactus Middle School and Cottonwood Elementary School

Contacts: JoEtta Gonzales, Superintendent and Alysia Ruelas, Director of Nutrition Services

Review Date: January 12 and 15, 2021

Review Period: December 2020

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	The Multiple Days Meal Distribution Plan was not submitted to ADE prior to distributing meals for multiple days.	Discussed the non-congregate feeding, meal times and parent/guardian pickup waivers allow for SFAs to provide food items in bulk and to distribute meals for multiple days for pickup or delivery. To distribute meals for multiple days, USDA has instructed ADE to assess the SFA's capacity to execute such an approach effectively. Additionally, discussed ADE has created a Multiple Days Meal Distribution Plan Form for SFAs to provide details on how the distribution plan will be executed. SFAs only need to submit their distribution plan once for SY 20-21. The form must be submitted before the SFA distributes meals for multiple days. ADE will provide technical assistance and request clarification if a distribution plan does not demonstrate the SFA's capacity to provide meals for multiple days. Referred to USDA Waiver Summary found on ADE's website at https://www.azed.gov/hns/covid19 .	The Multiple Days Meal Distribution Plan has already been submitted to ADE. No further corrective action is required.

Site Agreement

No Findings.

Site Eligibility

No Findings.

Menu Planning

- | | | | |
|---|---|---|---|
| 2 | Recipes provided are not accurate. Specifically, recipe for Teriyaki Beef Bites instructions is not consistent with portion size per serving. | Discussed updating the recipe to accurately reflect what is being served. | <i>Please provide an updated recipe for Teriyaki Beef Bites. Additionally, please provide written assurance that all recipes will be updated and reviewed for accuracy.</i> |
| 3 | Recipes provided are not accurate. Specifically, recipe for Cheese Quesadilla instructions is not consistent with portion size per serving. | Discussed updating the recipe to accurately reflect what is being served. | <i>An updated recipe for Cheese Quesadilla has already been provided. No further corrective action is required.</i> |

Counting & Claiming

No Findings.

Media Release

No Findings.

SFA Monitoring Responsibilities

No Findings.

Civil Rights

- | | | | |
|---|--|--|---|
| 4 | Lunch and Breakfast menu did not contain the required nondiscrimination statement. | Discussed where to find nondiscrimination statement on ADE's website at http://www.azed.gov/hns/civilrights / and whether long or short statement would be most appropriate. | <i>An updated breakfast and lunch menu with the required nondiscrimination statement has already been provided. No further corrective action is required.</i> |
|---|--|--|---|

Food Safety

No Findings.

Water

No Findings.

Comments/Recommendations:

Congratulations! The Seamless Summer Option of your SY 2020-2021 Administrative Review is complete. Thank you for your prompt assistance while gathering documents.

Training: Web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>

COVID-19: Guidance to Child Nutrition Operators can be found on ADE's website at <https://www.azed.gov/hns/covid19>

Fiscal Action Assessed?

<input type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	TBD
<input type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	TBD
<input checked="" type="checkbox"/> No - SSO SBP	<input type="checkbox"/> Yes- SSO SBP	\$0.00
<input checked="" type="checkbox"/> No - SSO NSLP	<input type="checkbox"/> Yes- SSO NSLP	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by March 4, 2021 to Jennifer McDonald at Jennifer.McDonald@azed.gov.



2/10/2021

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.

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