



Arizona Department of Education
Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Destiny School, Inc.

CTD: 04-87-01

Site: Destiny School

Contact: Nancy McLendon, CEO and Cindy Cothrun, Business Manager

Review Date: January 19, 2021

Review Period: December 2020

Review Type: SSO

Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations		
1. Advertising materials 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>Please provide written assurance that all advertising materials will include the required nondiscrimination statement.</i>
2. The Parent/Guardian Pickup Waiver Form was not submitted to ADE prior to the SFA implementing parent/guardian pickups. Parent/Guardian Pickup Waiver was submitted on 9/15/20 and indicated a parent/guardian pickup start date of 9/1/20.	Discussed ADE has created a Parent/Guardian Pickup Waiver Form for SFAs to provide details on how they will maintain accountability and Program integrity while distributing meals to parents or guardians without children present. The electronic form must be submitted before the SFA implements parent/guardian pickups. ADE will provide technical assistance and request clarification if an SFA's submission does not demonstrate that accountability and Program integrity will be maintained while implementing parent/guardian pickups.	<i>Please provide written assurance that, in the future, waivers requiring ADE approval will be submitted to ADE prior to SFA implementation.</i>

2. (continued)

Referred to HNS 33-2020 Procedures for Opting into National School Lunch Program (NSLP) Meal Pattern and Parent/Guardian Pickup Waivers and Providing Meals for Multiple Days in SY 20-21 found on ADE's website at <https://www.azed.gov/hns/covid19>.

Site Agreement

No findings.

Site Eligibility

No findings.

Menu Planning

3. Chicken Sandwich recipe provided did not contain all required sections: HACCP instructions. This did not contribute toward fiscal action calculations.

Discussed all menu items that contain more than one ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. Standardized Recipes Template can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Meal Pattern tab.

Please provide an updated Chicken Sandwich recipe. Additionally, please provide written assurance that all recipes will be updated with HACCP instructions.

4. Cheeseburger recipe provided did not contain all required sections: HACCP instructions. This did not contribute toward fiscal action calculations.

Discussed all menu items that contain more than one ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. Standardized Recipes Template can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Meal Pattern tab.

Please provide an updated Cheeseburger recipe.

5. Bologna & Cheese Sandwich recipe provided did not contain all required sections: HACCP process and HACCP instructions. Additionally, reviewer determined the following issues with recipe- 1) Bologna ingredient amount of "1 bologna" does not make sense- in this case the SFA will want to change ingredient amount to total ounces per sandwich or number of bologna slices per sandwich, 2) Preparation instructions indicate 3 slices of bologna weigh .66 oz., but 3 slices of meat equals 1.5 oz., 3) Recipe M/MA crediting contribution is incorrect. Recipe credits as 2 M/MA, not 1.25 M/MA. This did not contribute toward fiscal action calculations.

Discussed updates to be made to recipe. Discussed all menu items that contain more than one ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions.

Please provide an updated Bologna & Cheese Sandwich recipe.

6. Reviewer determined the following issues with Roast Beef Sandwich recipe- 1) Recipe provided does not list out all ingredients and ingredient amounts. A slice of cheese is served on each sandwich, but cheese is not listed as an ingredient (including the amount of cheese to serve on each sandwich), 2) Roast beef ingredient amount of "1 roast beef 56g" does not make sense- in this case the SFA will want to change ingredient amount to total ounces of meat per sandwich or number of roast beef slices per sandwich, 3) Recipe M/MA crediting contribution is incorrect. Recipe credits as 1.25 M/MA, not 2 M/MA. This did not contribute toward fiscal action calculations.

Discussed updates to be made to recipe. Discussed all menu items that contain more than one ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions.

Please provide an updated Roast Beef Sandwich recipe.

7. Ham Sandwich recipe provided did not contain all required sections: HACCP process and HACCP instructions. Additionally, reviewer determined the following issues with recipe- 1) Lettuce ingredient amount of "1 gram" does not make sense- suggest changing ingredient amount to measurement in cups, 2) Recipe M/MA crediting contribution is incorrect. Recipe credits as 1.5 M/MA, not 1 M/MA. This did not contribute toward fiscal action calculations.

Discussed updates to be made to recipe. Discussed all menu items that contain more than one ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions.

Please provide an updated Ham Sandwich recipe.

Counting & Claiming

No findings.

Media Release

No findings.

SFA Monitoring Responsibilities

No findings.

Civil Rights

No findings.

Food Safety

No findings.

Water

No findings.

Comments/Recommendations:

Congratulations! Destiny School, Inc. has completed the SSO Administrative Review for the 2020-2021 school year. You should be proud of the effort your team is making ensure your students are receiving healthy school meals during this unprecedented time. Thank you for your cooperation and organization during the review process.

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 12, 2021** to Taryn.Kunkel@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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