



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Arizona Community Development Corporation

CTD: 10-87-09

Sites: La Paloma Academy (Lakeside)

Contacts: Jackie Trujillo, Superintendent and Teri Brown, Food Service Director

Review Date: February 24, 2021

Review Period: January 2021

Review Type: SSO

No.	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. Additionally, provide an updated advertising material with the most current nondiscrimination statement.</i>
Site Agreement			
No Findings.			
Site Eligibility			
No Findings.			

Menu Planning

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| <p>2 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during Lunch on 1/11/21, 1/12/21, 1/14/21 and 1/15/21 only 1/2 cup of Vegetable was served and not the 3/4 cup Daily requirement. This was determine to not be a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>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 the Vegetable serving). 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 tab. 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 How-To Guides tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Daily Vegetable quantities meet minimum amounts required by the meal pattern. Additionally, please provide one week of Lunch production records that demonstrate that the Daily Vegetable minimum requirement was met.</i></p> |
| <p>3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during Lunch 2 3/4 cups of Vegetable was served for the week and not the 3 3/4 cup Weekly requirement. This was determine to not be a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>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 the daily Vegetable serving). 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 tab. 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 How-To Guides tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Weekly Vegetable 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 must be submitted.</i></p> |

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| 4 | Production records for breakfast and lunch provided did not contain all required sections: Specifically, production records prepped servings and used/left over section is not completed adequately during the review period. | Discussed required sections of production records. Parts of a Production Record Guidance can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Recorded Webinar tab. | <i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
| 5 | Meal contribution crediting is not accurate for Turkey and Cheese Sandwich recipe. Specifically, Turkey and Cheese Sandwich credits as 2.25 oz eq Meat/Meat Alternate, not 2.50 oz eq Meat/Meat Alternate. | Discussed updating recipes to reflect current products being used. | <i>Please provide an updated recipe for Turkey and Cheese Sandwich with the correct crediting and correct cheese slices.</i> |

Counting & Claiming

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| 6 | Meal count record for lunch meal service during the month of review were not correctly recorded. Specifically, on 1/15/2021 the lunch meal count sheet did not have tick marks for each meal served. | Discussed that each meal service (breakfast and lunch) is required to have a completed meal counting sheet completed accurately. | <i>Please provide a written description of changes to the system that will be implemented to ensure that meal counts for each meal service are recorded accurately.</i> |
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Media Release

No Findings.

SFA Monitoring Responsibilities

No Findings.

Civil Rights

No Findings.

Food Safety

No Findings.

Water

No Findings.

Comments/Recommendations:

Congratulations! Arizona Community Development Corporation has completed the SSO portion of the Administrative Review for the 2020–2021 school year. Thank you for your organization and sense of urgency during the review process. It is evident that you are working hard to ensure your students are fed healthy, delicious meals.

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

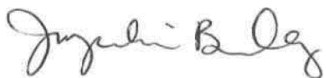
COVID-19: Guidance to Child Nutrition Operators can be found on ADE's website at <https://www.azed.gov/hns/covid19>

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 April 7, 2021 to Joyce Benally at Joyce.Benally@azed.gov.



3/12/2021

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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