



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Fountain Hills Unified District

CTD: 07-02-98

Sites: : McDowell Mountain Elementary School

Contacts: Kelly Glass, Superintendent and Catherine King, Director of Finance

Review Date: March 9, 2021

Review Period: February 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	Dates of operation did not match the dates approved in CNPWeb for Fort McDowell Yavapai Nation.	Discussed that all dates of operation must be approved in CNPWeb.	<i>Please submit a copy of the approved site application demonstrating the correct operating dates for Fort McDowell Yavapai Nation. Additionally, please provide written assurance that meal service will only occur for approved dates.</i>
2	Advertising material did not include serving times, serving days and location of meals.	Discussed the availability and location of free meals at area-eligible sites must be advertised to the community.	<i>Please provide an updated advertising material with serving times, serving days and location of meals.</i>
Site Agreement			
3	Times of operation did not match the times approved in CNPWeb.	Discussed that all times of operation must be approved in CNPWeb.	<i>Please submit a copy of the approved sites application demonstrating the correct operating times. Additionally, please provide written assurance that meal service will only occur for approved times.</i>

Site Eligibility

4	Fountain Hills High School, Fountain Hills Middle School and McDowell Mountain Elementary School are approved to operate as open sites, however, due to returning to in-person learning they are currently operating as closed-enrolled sites.	Discussed updating CNPWeb site applications.	<i>Please submit a copy of the approved site application indicating closed-enrolled operation for Fountain Hills High School, Fountain Hills Middle School and McDowell Mountain Elementary School. Additionally, please provide written assurance that site applications will be updated as changes to operation occur.</i>
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Menu Planning

No findings.

Counting & Claiming

No findings.

Media Release

No findings.

SFA Monitoring Responsibilities

5	Fort McDowell Yavapai Nation site was not reviewed. This site was expected to complete on-site monitoring by April 30, 2021, however, this site closed early due to returning to in-person learning.	Discussed requirement to review all SSO sites at least once during operation each year, referred to template site review form at https://www.azed.gov/hns/sfsp/sfsp/forms/ under Menu and Meal Service.	<i>Please provide a written description of how you will ensure that each SSO site will be reviewed at least once during operation each year and written assurance that this will occur.</i>
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Civil Rights

No findings.

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 April 12, 2021 to Jennifer McDonald at Jennifer.McDonald@azed.gov.



3/19/2021

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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