



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Mayer Unified School District

CTD: 13-02-43

Site: Mayer High School

Contacts: Dean Slaga, Superintendent and Lynn Drye, Finance Director

Review Date: February 18, 2021

Review Period: January 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
	No findings		
Site Agreement			
	No findings		
Site Eligibility			
	No findings		
Menu Planning			
1	Lunch quantities during the review period did not meet minimum amounts required by the meal pattern. Specifically, only ½ cup of fruit was offered on January 11 and 13 and this did not meet the daily minimum requirement of 1 cup. Additionally, the weekly minimum fruit requirement of 5 cups per week were not met. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.	Discussed how current system allowed for this to happen and potential changes that could be made, such as ensuring at least 1 cup of fruit is offered and recorded on the production record. 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).	<i>Please provide one week of lunch production records that demonstrate that at least 1 cup of fruit was offered daily. Additionally, please provide written assurance that the daily and weekly fruit quantities will meet the minimum amounts required by the meal pattern.</i>

2 Lunch quantities during the review period did not meet minimum amounts required by the meal pattern. Specifically, only ½ cup of the “other” vegetable subgroup was offered during the review period and this did not meet the weekly minimum requirement of ¾ cup. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue, such as increasing the serving size of the "other" vegetable subgroup or adding more "other" vegetables to the side salad, such as cucumbers or cauliflower. 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).

Please provide one week of lunch production records that demonstrate that at least 3/4 cup of the "other" vegetable subgroup was offered during the week. Additionally, please provide written assurance that the weekly vegetable subgroup quantities will meet the minimum amounts required by the meal pattern.

Counting & Claiming

No findings

Media Release

No findings

SFA Monitoring Responsibilities

No findings

Civil Rights

3 Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, the procedures state the complaint will be handled internally.	Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., ADE, USDA Food & Nutrition Services (FNS) Regional Office, FNS Office of Civil Rights or USDA Office of Civil Rights). The SFAs procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFAs procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFAs procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFAs complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at https://www.azed.gov/hns/civilrights . The Step by Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the How-To Guides.	<i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements.</i>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------

Food Safety

No findings

Water

No findings

Comments/Recommendations:

Thank you for your cooperation during the SSO review. I commend your efforts to feed all of your students, whether they are participating in virtual or in-person learning. Keep up the good work!

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 26, 2021 to Kerrie Zigler at Kerrie.Zigler@azed.gov or 1535 W. Jefferson St., Bin #7, Phoenix, AZ 85007.



2/26/2021

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.

Equity for all students to achieve their full potential
www.azed.gov – (602) 542-8700 – 1535 West Jefferson Street • Phoenix, Arizona 85007 Bin # 7
This institution is an equal opportunity provider