



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Nadaburg Unified School District

CTD: 07-02-81

Site: Nadaburg Elementary School

Contacts: Aspasia Angelou, Superintendent and Kerre Laabs, Director of Business Services

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. <u>Observation:</u> The Multiple Meal Distribution Plan was submitted and did not need to be submitted since the LEA is not serving multiple meals.	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. Discussed a Multiple Meal Distribution Plan would need to be submitted if meals are distributed for multiple days at one time, such as distributing all breakfast and lunch meals for Monday - Friday on Friday morning.	<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> <i>None at this time</i>
Site Agreement			
	No findings		
Site Eligibility			
	No findings		

Menu Planning

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| 2 | Lunch quantities during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 1/4 cup of the dark green vegetable subgroup was offered during the review period and this did not meet the weekly minimum requirement of 1/2 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 dark green vegetable subgroup. 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 1/2 cup of the dark green 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.</i> |
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Counting & Claiming

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| 3 | Meal count totals for the month of review were not correctly combined and recorded. Specifically, breakfast was underclaimed by one meal. This was deemed a non-systemic error and contributed towards 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. | <i>Please provide a written description of changes to the system that have been implemented to ensure that monthly claims are accurate.</i> |
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Media Release

No findings

SFA Monitoring Responsibilities

No findings

Civil Rights

4 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>
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Food Safety

5 The written food safety plan did not include adequate SOPs for the following: Visitors in Food Service, Facility & Equipment Maintenance, Approved Food Source, Storing Food, Thawing Time/Temperature Control for Safety Food, Preventing Cross-Contamination During Storage and Preparation, Date Marking, Wiping Cloths and Allergens.	Discussed sample SOPs and guidelines for Critical Control Points (CCPs) found in USDA's Guidance on creating a Food Safety can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety tab.	<i>Please provide a copy of the missing SOPs found in the written food safety plan.</i>
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Water

No findings

Comments/Recommendations:

Thank you for your cooperation and organization during the SSO Review.

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 2, 2021 to Kerrie Zigler at Kerrie.Zigler@azed.gov or 1535 W. Jefferson St., Bin #7, Phoenix, AZ 85007.



3/5/2021

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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