



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Tiisyaakin Residential Hall, Inc.

CTD: 09-40-12

Sites: Tiisyaakin Residential Hall, Inc.

Contacts: Renee White-Alcott, Executive Director and Wilhelmina Francis, Food Service Manager

Review Date: February 24, 2021

Review Period: January 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	The FY20 Food Service Annual Financial Report (AFR) was not submitted to ADE on time.	Discussed reporting requirements for AFR and who would be responsible for submitting.	<i>Please provide written assurance that the annual Food Service AFR will be submitted on time to ADE as is required by October 1st each year.</i>
Site Agreement			
No findings.			
Site Eligibility			
No findings.			
Menu Planning			

- 2 A waiver was not submitted to ADE for meals with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, whole-grain rich weekly requirement was not met during breakfast or lunch. SFA served the following products that are not WG-rich: cereal at breakfast and spaghetti noodles at lunch.
- Discussed that ADE is permitted to provide meal reimbursements when the meal pattern is unable to be met by the SFA providing the meals due to shortages and/or supply chain issues. SFAs must maintain daily records of meals with meal pattern deficiencies by component, per meal service. To support the claim for reimbursement of meals, the SFA is required to provide a meal pattern waiver request form to ADE. Step-by-Step Instruction: How to Submit a Meal Pattern Waiver and Step-by-Step Instruction Quick Guide: How to Submit a Meal Pattern Waiver can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the How- To Guides tab. Referred to USDA Waiver Summary found on ADE's website at <https://www.azed.gov/hns/covid19>.
- Please submit a meal pattern waiver to ADE for whole-grain rich weekly requirement at breakfast and lunch. Additionally, please provide written assurance that if the meal pattern cannot be adhered to for all meal services at all times, a meal pattern waiver will be submitted to ADE.*
- 3 Quantities observed during the review period did not meet minimum amounts required by the lunch meal pattern. Specifically, on 1/19/21 only 1.25 oz.eq. grain was served when 2 oz.eq. grain is needed to meet daily 9-12 meal pattern requirements. This was determined to be a repeat finding from cycle two and contributed 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 (e.g., changes in serving utensils, recipes, etc.). 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 a written description of the changes that have been made to ensure that daily grain quantities meet minimum amounts required by the 9-12 lunch meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.*

- 4 Quantities observed during the review period did not meet minimum amounts required by the lunch meal pattern. Specifically, on 1/23/21 only 3/4 cup vegetable was served when 1 cup is needed to meet daily 9-12 meal pattern requirements. This was determined to be a repeat finding from cycle two and contributed 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 (e.g., changes in serving utensils, recipes, etc.). 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. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Recorded Webinars 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 a written description of the changes that have been made to ensure that daily vegetable quantities meet minimum amounts required by the 9-12 lunch meal pattern. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.*
- 5 Quantities observed during the review period did not meet minimum amounts required by the lunch meal pattern. Specifically, on 1/23/21 only 1/2 cup fruit was served when 1 cup is needed to meet daily 9-12 meal pattern requirements. This was determined to be a repeat finding from cycle two and contributed 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 (e.g., changes in serving utensils, recipes, etc.). 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. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Recorded Webinars 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 a written description of the changes that have been made to ensure that daily fruit quantities meet minimum amounts required by the 9-12 lunch meal pattern.*

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| <p>6 Quantities observed during the review period did not meet minimum amounts required by the lunch meal pattern. Specifically, <u>weekly</u> fruit requirement was not met. Only 6.5 cups of fruit served, when 7 cups needed to meet weekly meal pattern requirement. This was determined to be a repeat finding from cycle two and contributed towards 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., changes in serving utensils, recipes, etc.). 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.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that <u>weekly</u> fruit quantities meet minimum amounts required by the 9-12 lunch meal pattern.</i></p> |
| <p>7 The following vegetable subgroup was not offered during the review period: dark green. This was not a repeat finding and did not contribute towards fiscal action calculations.</p> | <p>Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i></p> |

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! Tiisyaakin Residential Hall, 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.

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	\$182.58

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **April 20, 2021** to Kerrie Zigler at Kerrie.Zigler@azed.gov.



3/18/2021

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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