



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Beaver Creek Elementary District

CTD: 13-03-26

Sites: Beaver Creek School

Contacts: Karin Ward, District Superintendent and Patricia Garitson, Food Service Director

Review Date: March 10, 2021

Review Period: February 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	Advertising materials did not contain the correct 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.</i>
2	The Parent/Guardian Pickup Waiver Form was not submitted to ADE prior to the SFA implementing parent/guardian pickups.	Discussed ADE has created a Parent/Guardian Pickup Waiver Form for SFAs to provide details on how they will maintain accountability and Program integrity while distributing meals to parents or guardians without children present. SFAs only need to submit the form once for SY 20-21. The electronic form must be submitted before the SFA implements parent/guardian pickups. ADE will provide technical assistance and request clarification if an SFAs submission does not demonstrate that accountability and Program integrity will be maintained while implementing parent/guardian pickups. Referred to USDA Waiver Summary found on ADE's website at https://www.azed.gov/hns/covid19 .	<i>Please submit the Parent/Guardian Pickup Waiver Form to ADE. Additionally, provide written assurance that you will provide clarification if your submission does not demonstrate that accountability and Program integrity will be maintained while implementing parent/guardian pickups.</i>

Site Agreement

No findings

Site Eligibility

No findings

Menu Planning

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| 3 Quantities served during the review period did not meet the minimum amounts required by the meal pattern. Specifically, only 1/2 cup of vegetables were offered Monday and Wednesday during the week of review and this did not meet the minimum daily requirement of 3/4 cup. This was not a repeat findings 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 ensuring 3/4 cup vegetable is offered every day. 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. 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 a written description of the changes that have been made to ensure that daily vegetable quantities and weekly vegetable subgroup quantities meet the minimum amounts required by the meal pattern. Additionally, please provide a weeks worth of production records demonstrating that the daily vegetable quantities and weekly vegetable subgroup quantities meet the minimum amounts required by the meal pattern.</i> |
| 4 Quantities served during the review period did not meet the minimum amounts required by the meal pattern. Specifically, only 5/8 cup vegetables from the red/orange vegetable subgroup were offered during the week and this did not meet the minimum weekly requirement of 3/4 cup vegetables from the red/orange vegetable subgroup. This was not a repeat findings 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 ensuring 3/4 cup vegetable is offered every day. 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. 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 a written description of the changes that have been made to ensure that daily vegetable quantities and weekly vegetable subgroup quantities meet the minimum amounts required by the meal pattern. Additionally, please provide a weeks worth of production records demonstrating that the daily vegetable quantities and weekly vegetable subgroup quantities meet the minimum amounts required by the meal pattern.</i> |

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| <p>5 Quantities served during the review period did not meet the minimum amounts required by the meal pattern. Specifically, only 3/8 vegetables from the "other" vegetable subgroup were offered during the week and this did not meet the minimum weekly requirement of 1/2 cup vegetables from the "other" vegetable subgroup. These findings were not repeat findings 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, such as ensuring 3/4 cup vegetable is offered every day. 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. 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 and weekly vegetable subgroup quantities meet the minimum amounts required by the meal pattern. Additionally, please provide a weeks worth of production records demonstrating that the daily vegetable quantities and weekly vegetable subgroup quantities meet the minimum amounts required by the meal pattern.</i></p> |
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Counting & Claiming

No findings

Media Release

No findings

SFA Monitoring Responsibilities

No findings

Civil Rights

- | | | |
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| <p>6 Sufficient documentation to support accommodations for special diets has not been maintained. Specifically, there is no form made available to accommodate students with dietary needs that diverge from meal pattern requirements.</p> | <p>Discussed requirements for accommodating special diets and the need for sufficient documentation. Referred to Accommodating Children with Disabilities in the School Meal Program found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Operational tab.</p> | <p><i>Please provide written procedures for maintaining documentation supporting accommodations for special diets and written assurance that sufficient documentation to support accommodations for special diets will be maintained.</i></p> |
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Food Safety

No findings

Water

No findings

Comments/Recommendations:

Thank you for your cooperation 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	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 7, 2021 to Kerrie Zigler at Kerrie.Zigler@azed.gov.



4/9/2021

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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