



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: John F. Kennedy Day School

CTD: 04-40-15

Site: North Route 4 – JFK Day School

Contacts: Maxine Roanhorse Dineyazhe, Education Program Administrator and Jeff Williamson, Principal

Review Date: March 25, 2021

Review Period: February

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	<p>The Multiple Days Meal Distribution Plan was not submitted to ADE prior to the SFA distributing meals for multiple days. Specifically, the waiver was submitted on 02/10/2021 for a 02/08/2021 start date.</p>	<p>Discussed the waivers that allow for SFAs to provide food items in bulk and to distribute meals for multiple days for pickup or delivery. To distribute meals for multiple days, USDA has instructed ADE to assess the SFA's capacity to execute such an approach effectively. Additionally, discussed ADE has created a Multiple Days Meal Distribution Plan Form for SFAs to provide details on how the distribution plan will be executed. The form must be submitted before the SFA distributes meals for multiple days. ADE will provide technical assistance and request clarification if a distribution plan does not demonstrate the SFA's capacity to provide meals for multiple days. Referred to HNS 33-2020 Procedures for Opting into National School Lunch Program (NSLP) Meal Pattern and Parent/Guardian Pickup Waivers and Providing Meals for Multiple Days in SY 20-21 found on ADE's website at https://www.azed.gov/hns/nslp/snpc/ovid/.</p>	<p><i>Please provide written assurance that, moving forward, any new or updated Multiple Days Meal Distribution Plans will be submitted to ADE prior to implementation.</i></p>

The Parent/Guardian Pickup Waiver Form was not submitted to ADE prior to the SFA implementing parent/guardian pickups. Specifically, the waiver was submitted on 03/23/2021 for a 09/16/2020 start date.

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 SFA's submission does not demonstrate that accountability and Program integrity will be maintained while implementing parent/guardian pickups. Referred to HNS 33-2020 Procedures for Opting into National School Lunch Program (NSLP) Meal Pattern and Parent/Guardian Pickup Waivers and Providing Meals for Multiple Days in SY 20-21 found on ADE's website at <https://www.azed.gov/hns/covid19>.

Please provide written assurance that, moving forward, any new or updated Parent/Guardian Pickup Waivers will be submitted to ADE prior to implementation.

2

Site Agreement

The site applications in CNPWeb indicated that the SFA is serving breakfast from 8:00am–8:30am and serving lunch from 11:00am–11:30pm when when the SFA is serving breakfast and lunch simultaneously from 10:30am–12:30pm.

Discussed steps required to update site applications in CNPWeb to reflect current meal service times.

SFA updated CNPWeb site applications to reflect current meal service times. No further corrective action required.

3

Site Eligibility

No findings.

Menu Planning

Fluid milk was not available in at least two varieties for each meal service. This was attributed to the SFA's learning plan and COVID-related precautions warranting a meal pattern waiver; however, a meal pattern waiver for milk variety was not submitted.

Discussed variety requirement as well as feasible options for compliance or utilizing a meal pattern waiver. Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).

SFA submitted an SSO meal pattern waiver for inability to offer two varieties of milk at breakfast and lunch due to the SFA's learning plan. No further corrective action required.

4

Documentation did not support that all required meal components were offered and served during the review period. Specifically, no fruit was provided at breakfast on 02/02/2021. This contributed toward fiscal action calculations.

Discussed meal pattern requirements for the grade groups served. Discussed specific missing items and suggested changes.

Please provide a written description of the changes that have been made to ensure fruit is offered every day in the minimum required quantity at breakfast.

5

6	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly fruit quantities were not met at breakfast. This was determined to be a repeat finding from cycle two and contributed 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 (e.g., changes in portion sizes, 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 Online Training Library 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 Online Training Library 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 weekly fruit quantities at breakfast meet minimum amounts required by the meal pattern.</i></p>
7	<p>During the week of review, all grains served at breakfast were not whole grain-rich. Specifically, banana nut muffin and cinnamon raisin bread slice were not whole grain-rich.</p>	<p>Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab.</p>	<p><i>Please provide written assurance that all grains provided in the school meal programs will be whole grain-rich. Additionally, please submit labels for the whole grain-rich items that will replace the banana nut muffin and cinnamon raisin bread slice.</i></p>
8	<p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly meat/meat alternate quantities were not met at lunch. This was determined to be a repeat finding from cycle two and contributed 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 (e.g., changes in portion sizes, 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 Online Training Library 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 Online Training Library 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 weekly meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern.</i></p>

The following product could not be credited towards the meal pattern due to insufficient documentation: Ham (served at North Route 4 - JFK Day School on 03/25/21). Without sufficient documentation, the reviewer was unable to determine if the daily meat/meat alternate quantity requirements were met at lunch on the day of review. This was determined to be a repeat finding from cycle two and contributed towards fiscal action calculations.

Discussed requirements regarding processed product documentation and provided examples. USDA Food Fact Sheets can be found on USDA's website at <http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/>. The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library 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 Child Nutrition (CN) label and/or Product Formulation Statement (PFS) for ham. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be submitted.

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10

Counting & Claiming

Separate meal counts were not taken per meal service. Specifically, breakfast and lunch counts were combined onto one count sheet during the month of review.

Discussed that counting records for meals served must align to the day the meal is intended to be consumed.

Please provide a written description of changes to the system that have been implemented to ensure that meal service counts are recorded separately per meal provided.

Media Release

No findings.

SFA Monitoring Responsibilities

No findings.

Civil Rights

No findings.

Food Safety

No findings.

Water

No findings.

Comments/Recommendations:

Congratulations! John F. Kennedy Day School has completed the SSO portion of the Administrative Review for the 2020–2021 school year. Thank you for your organization and sense of urgency during the review process. Your team truly goes the distance to ensure your students are fed healthy, safe meals even while learning remotely.

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 | |
| <input type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | |
| <input checked="" type="checkbox"/> No - SSO SBP | <input type="checkbox"/> Yes- SSO SBP | \$85.88 |
| <input checked="" type="checkbox"/> No - SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP | \$126.00 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 25, 2021 to Kariann Sadlon at Kariann.Sadlon@azed.gov or 1535 West Jefferson Street #7, Phoenix, AZ 85029.



4/21/2021

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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