



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Kirkland Elementary District

CTD: 13-03-23

Sites: Kirkland Elementary School

Contacts: Michelle Perey, District Administrator & Karry Lewis, Cafeteria Director

Review Date: 2/18/21, Exit Call: 3/3/21

Review Period: January

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	Quantities observed during the review period did not meet minimum amounts required by the meal pattern for vegetable subgroups. Only 1/4 cup of the dark green vegetable subgroup was served rather than the 1/2 cup required. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.	Discussed vegetable subgroup requirements for the age/grade groups served. Also discussed that leafy greens credit as half. Vegetable Subgroup Quick Guide can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. Meal pattern requirements can be found on ADE's website at https://www.azed.gov/hns/nslp/ under the Meal Pattern tab. Please note that repeated violations involving vegetable subgroups 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 vegetable subgroup quantities meet minimum amounts required by the meal pattern.</i>

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| 2 | Milk is not listed correctly on the production records for breakfast and lunch; both milk types are listed together rather than tracked separately. | Discussed that each milk type needs to be listed separately on the production records and the amount needs to reflect each milk type. | <i>Please provide one week of breakfast and lunch production records that demonstrate milk being listed separately. Additionally, please provide written assurance that milk will be listed separately on production records.</i> |
| 3 | Meal pattern contribution on the production records is not accurate for some of the items served during lunch for the review period. | Some of the crediting information on the production records was missing or incorrect. Discussed which items were incorrect or missing and the importance of ensuring consistency with crediting and utilizing the Food Buying Guide online. Resources can be found at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. | <i>Please provide updated lunch production records from the review period with accurate information for contribution to meal pattern. Additionally, please provide written assurance that the meal pattern contribution will be listed accurately on production records.</i> |
| 4 | Production records for lunch did not consistently list the portion size or listed it incorrectly. | Discussed required sections of production records and which food items were missing or listed an incorrect portion size. Parts of a Production Record Guidance can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Recorded Webinar tab. | <i>Please provide updated lunch production records from the review period with accurate information for portion size. Additionally, please provide written assurance that portion size will be listed on production records for all food items.</i> |
| 5 | Recipes provided did not contain all required sections or were completed incorrectly for the fajita and sandwich. | Discussed all menu items that contain more than 1 ingredient must have a standardized recipe. Provided ADE recipe template and discussed revisions needed for the fajita and sandwich recipes. | <i>Please provide updated recipes for the sandwich and fajitas. Additionally, please provide written assurance that all recipes will be completed accurately.</i> |

Counting & Claiming

No findings.

Media Release

No findings.

SFA Monitoring Responsibilities

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| 6 | The on-site monitoring was not completed at least once. | Discussed requirement to review all SSO sites at least once during operation each year, referred to template site review form at https://www.azed.gov/hns/sfsp/sfsp/forms/ under Menu and Meal Service. | <i>Please provide a completed on-site monitoring form and written assurance that this will occur during operation each year.</i> |
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Civil Rights

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| 7 | Advertising materials did not contain the required nondiscrimination statement. | Discussed that all program materials must contain the nondiscrimination statement and where to find it on ADE's website at http://www.azed.gov/hns/civilrights/ . | <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> |
| 8 | Procedures for receiving and processing complaints alleging discrimination within the school meal programs are not in place. | Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., ADE, Food & Nutrition Services Southwest Regional Office, FNS Office of Civil Rights, or USDA Office of Civil Rights). SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's 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 Online Training Library tab. | <i>Please provide a written description of the process and procedures for processing complaints alleging discrimination within FNS School Meal Programs.</i> |

Food Safety

No findings.

Water

No findings.

Comments/Recommendations:

Congratulations on completing the SSO Review! Thank you for your hard work and flexibility during this review process. You are doing a wonderful job implementing the School Nutrition Programs.

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?

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| <input type="checkbox"/> No- SBP | <input type="checkbox"/> Yes- SBP | To be determined |
| <input type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | To be determined |
| <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 | \$180.00 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **April 27, 2021** to Lindsey Cler at Lindsey.Cler@azed.gov.



3/30/2021

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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