



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: PEAK School Inc., The

CTD: 03-87-02

Sites: The Peak School

Contacts: Paula Drossman, Superintendent; Tracy Braatz, Director; Christi Weide, Office Manager

Review Date: March 8, 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 required 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 Multiple Days Meal Distribution Plan was not submitted to ADE prior to distributing meals for multiple days. Multiple Days Meal Distribution Plan waiver was submitted on 3/8/21 and indicated a multiple meal distribution start date of 9/8/20. Additionally, submitted waiver indicates the only meal service model utilized is pickup. However, in addition to a pickup service model, SFA also utilizes a home delivery service model.	Discussed the non-congregate feeding, meal times and parent/guardian pickup waivers 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.	<i>Please submit an updated Multiple Days Meal Distribution Plan to ADE. Additionally, provide written assurance that you will provide clarification if your distribution plan does not demonstrate the SFA's capacity to provide meals for multiple days.</i>

TA Continued: SFAs only need to submit their distribution plan once for SY 20-21. 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 USDA Waiver Summary found on ADE's website at <https://www.azed.gov/hns/covid19>.

Site Agreement

No findings.

Site Eligibility

No findings.

Menu Planning

<p>3 Quantities observed during the review period, and during the week of the day of review, did not meet minimum amounts required by the lunch meal pattern. Weekly minimum grain requirement was not met. Only 7.5 oz.eq. grain served, when 8 oz.eq. grain needed to meet weekly meal pattern requirement.</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. 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).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that weekly grain quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p>
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| <p>4 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 review period (2/22-2/26) or during week of the day of review (3/8-3/12). SFA served the following products that are not WG-rich: pasta and corn tortilla chips.</p> | <p>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.</p> | <p><i>Please submit a meal pattern waiver to ADE for whole grain-rich requirement not being met for the weeks of 2/22-2/26 and 3/8-3/12. 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.</i></p> |
| <p>5 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, meat/meat alternate not present or insufficient quantity on the following days: meatballs served on 2/23 and 3/9; ham served on 2/25 and 3/11; and turkey served on 2/26 and 3/12.</p> | <p>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.</p> | <p><i>Please submit a meal pattern waiver to ADE for meatballs served on 2/23 and 3/9; ham served on 2/25 and 3/11; and turkey served on 2/26 and 3/12. 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.</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! PEAK School Inc., The has completed the SSO Administrative Review for the 2020-2021 school year. You should be proud of the effort your team is making to 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	N/A
<input type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	TBD
<input type="checkbox"/> No - SSO SBP	<input type="checkbox"/> Yes- SSO SBP	N/A
<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 27, 2021** to Joyce Benally at Joyce.Benally@azed.gov.



3/26/2021

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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