



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Phoenix Hebrew Academy
 CTD: 07-20-97
 Site: Phoenix Hebrew Academy
 Contact: Rachele Gondos, Food Service Director
 Review Date: 2/17/21, Exit Call: 3/12/21
 Review Period: January, 2021
 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	Milk is not listed correctly on the production records for 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 lunch production records that demonstrate milk being listed separately. Additionally, please provide written assurance that milk will be listed separately on production records.</i>
2	Production records do not show the second milk type being offered on days when cereal is served at breakfast.	Both milk types are being offered, but students typically only take 1 type on days when cereal is served. Discussed that the 2nd milk type still needs to be recorded on production records to show that it was offered, even if no students want to take it.	<i>Please provide production records for 1 day at breakfast when cereal is served that correctly shows both milk types are offered. Additionally, please provide written assurance that both milk types will be recorded correctly on production records.</i>
Counting & Claiming			
	No findings.		

Media Release

No findings.

SFA Monitoring Responsibilities

- | | | | |
|---|---|--|--|
| 3 | The incorrect form was used for the on-site monitoring. | Discussed requirement to review all SSO sites at least once during operation each year, referred to template site review form under SFSP Forms - Operating:
https://www.azed.gov/hns/sfsp/sfsp/forms/ . | <i>Please provide a completed on-site monitoring form and written assurance that this will occur during operation each year.</i> |
|---|---|--|--|

Civil Rights

- | | | | |
|---|--|---|--|
| 4 | Advertising materials did not contain the required nondiscrimination statement. | Discussed that all program materials must contain the nondiscrimination statement, including email communication, 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> |
| 5 | 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/ . | <i>Procedures for receiving and processing complaints were provided. No further corrective action needed.</i> |
| 6 | Student's allergy information was posted in a place that was visible to other students. | Discussed that this information should not be visible to other program participants and only made available to food service staff. | <i>Please provide a written description of how student's allergy information will be made available to food service staff and written assurance that it will not be visible to other students.</i> |

Food Safety

- 7 A written food safety plan has not been developed. Discussed required components of a food safety plan and resources available on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Food/Health Safety tab. Discussed that plans need to be site specific and additional SOPs as needed for COVID specific operations. Also discussed that the food safety plan needs to be made available on site. *A copy of the food safety plan has been provided. Please provide written assurance that the food safety plan will be updated as needed to be site specific. Also, provide written assurance that a copy of the written food safety plan has been made available on site.*

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?

<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	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **April 30, 2021** to Lindsey Cler at Lindsey.Cler@azed.gov.



04/02/21

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.

Equity for all students to achieve their full potential
www.azed.gov – (602) 542-8700 – 1535 West Jefferson Street • Phoenix, Arizona 85007 Bin # 7
This institution is an equal opportunity provider