



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Presidio School

CTD: 10-87-78

Site: Presidio School

Contacts: Terry Garza, Superintendent and Joe Roos, Director of NSLP

Review Date: March 25, 2021

Review Period: February 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	Quantities served during the review period did not meet the minimum amounts required by the meal pattern. Specifically, the Spaghetti & Meat Sauce served to Grades K-8 only provided .75 oz. eq. meat/meat alternate, which does not meet the minimum daily 1.0 oz. eq. meat/meat alternate requirement. This resulted in not meeting the minimum weekly 9.0 oz. eq. meat/meat alternate requirement. This was not determined to be a repeat finding 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 increasing the amount of ground beef in the sauce recipe. 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 the daily and weekly meat/meat alternate quantities meet the minimum amounts required by the meal pattern. Additionally, please provide an updated Spaghetti & Meat Sauce recipe that meets the Grades K-8 meal pattern.</i>

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| <p>2 Quantities served during the review period did not meet the minimum amounts required by the meal pattern. Specifically, the Spaghetti & Meat Sauce served to Grades 9-12 only provided .75 oz. eq. meat/meat alternate, which does not meet the minimum daily 2.0 oz. eq. meat/meat alternate requirement. This resulted in not meeting the minimum weekly 10.0 oz. eq. meat/meat alternate requirement. This was not determined to be a repeat finding 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 increasing the amount of ground beef in the sauce recipe. 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 the daily and weekly meat/meat alternate quantities meet the minimum amounts required by the meal pattern. Additionally, please provide an updated Spaghetti & Meat Sauce recipe that meets the Grades 9-12 meal pattern.</i></p> |
| <p>3 Quantities served during the review period did not meet the minimum amounts required by the meal pattern. Specifically, the Peanut Butter & Jelly Sandwich Pack served daily to Grades K-8 only provided 7.5 oz. eq. grain for the week, which does not meet the minimum weekly 8.0 oz. eq. grain requirement. This was not determined to be a repeat finding 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 adding additional crackers to the recipe. 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 the weekly grain quantities meet the minimum amounts required by the meal pattern. Additionally, please provide an updated Peanut Butter & Jelly Sandwich Pack recipe.</i></p> |
| <p>4 Quantities served on the day of review and during the review period did not meet the minimum amounts required by the meal pattern. Specifically, the Peanut Butter & Jelly Sandwich Pack served daily to Grades 9-12 only provided 1.5 oz. eq. grain, which does not meet the minimum daily 2.0 oz. eq. grain requirement. During the review period, this resulted in not meeting the minimum weekly 10.0 oz. eq. grain requirement. This was not determined to be a repeat finding 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 adding additional crackers to the recipe. 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 the daily and weekly grain quantities meet the minimum amounts required by the meal pattern. Additionally, please provide an updated Peanut Butter & Jelly Sandwich Pack recipe.</i></p> |

5	Quantities served during the review period did not meet the minimum amounts required by the meal pattern. Specifically, only .75 cups of corn was served to Grades 9-12 and this does not meet the minimum daily vegetable requirement of 1 cup. This was not determined to be a repeat finding 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 increasing the serving size to 1 cup. 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 the daily vegetable quantities meet the minimum amounts required by the meal pattern.</i>
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Counting & Claiming

6	Meal count totals for the month of review were not correctly combined and claimed. Specifically, two breakfast meals were overclaimed. This was deemed a non-systemic error and contributed 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.	<i>Please provide a written description of the changes to the system that have been implemented to ensure that monthly meal counts are correctly counted and claimed.</i>
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Media Release

No findings

SFA Monitoring Responsibilities

No findings

Civil Rights

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| 7 | Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, the procedures state the complaint will be handled internally. | Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., ADE, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFAs procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFAs procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFAs procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFAs 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/nsfp/training under the How-To Guides. | <i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements.</i> |
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Food Safety

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| 8 | Freezer temperatures noted on the temperature logs routinely exceeded the range of -10°F - 0°F and did not note any corrective action was taken to alleviate the high temperatures. | Discussed requirements for maintaining temperature logs and how to note corrective action taken on temperatures out of range. Temperature logs must be maintained for 6 months. Monitoring forms can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Food/Health Safety | <i>Please provide a written description of the updated procedures that will be used when temperatures exceed the recommended range.</i> |
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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	\$4.52
<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 Kerrie Zigler at 1535 W. Jefferson St., Bin #7, Phoenix, AZ 85007 or Kerrie.Zigler@azed.gov.



4/5/2021

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.

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