



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: San Simon Unified District

CTD: 02-02-18

Sites: Bowie Bus Route - San Simon Unified District

Contacts: Kari Wade, Interim Superintendent and Donna Lewis, Administrative Assistant

Review Date: March 17, 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. Additionally, provide an updated advertising material with the most current nondiscrimination statement.</i> |
| Site Agreement | | | |
| No Findings. | | | |
| Site Eligibility | | | |
| No Findings. | | | |
| Menu Planning | | | |
| 2 | During the week of review, an unallowable milk type was served. Specifically, during breakfast whole-milk is offered. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations. | Discussed variety requirement and feasible options for compliance (i.e. serving only allowable milk varieties). 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). | <i>Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two allowable varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two allowable varieties at breakfast.</i> |

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| <p>3 Fluid milk was not available in at least two varieties for each meal service. Specifically, during the week of review for breakfast the unallowable variety of whole milk was offered. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed variety requirement and feasible options for compliance. 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).</p> | <p><i>Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i></p> |
| <p>4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during Breakfast on 2/11/21 only 1/2 cup of Fruit was served and not the 1 cup daily requirement. This was not 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 (e.g., changes in serving size). Meal pattern requirements for the National School Breakfast 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 Breakfast 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 Fruit quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Breakfast Menu must be submitted. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i></p> |
| <p>5 Fluid milk was not available in at least two varieties for each meal service. Specifically, during the week of review for lunch only Fat-Free Flavored milk was offered. This was determined to not be a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed variety requirement and feasible options for compliance. 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).</p> | <p><i>Please provide one week of lunch production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at lunch.</i></p> |

- 6 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, no creditable vegetable servings were offered daily at lunch. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.
- 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 creditable servings of vegetables). 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).
- Please provide a written description of the changes that have been made to ensure that daily Vegetable 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. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.*

- 7 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, no creditable vegetable servings were offered daily at lunch, not meeting the weekly requirement. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.
- 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 creditable servings of vegetables). 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).
- Please provide a written description of the changes that have been made to ensure that weekly Vegetable quantities meet minimum amounts required by the meal pattern.*
- 8 The following vegetable subgroups were not offered during the review period: Dark Green, Red/Orange, Legumes, Starchy and Other. Specifically, no creditable vegetable servings were offered daily at lunch, not meeting the weekly subgroup vegetable requirement. 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. Vegetable Subgroup Quick Guide can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Menu Planning 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. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).
- Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups.*

9 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch the weekly Grain requirements were not met. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., maintaining proper nutrition crediting documents). 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).

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.

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| <p>10 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch the weekly Meat/Meat Alternate requirements were not met. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.</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., maintaining proper nutrition crediting documents). 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 Meat/Meat Alternate quantities meet minimum amounts required by the meal pattern.</i></p> |
| <p>11 Observation: Although not determined to be high risk for noncompliance with dietary specifications, the review of off-site meal service indicated some practices that could be adjusted to improve nutrient quality of the menu. Specifically, bonus food items offered to students such as Rice Puff treats, Churro, Cookie, pudding and Jell-O can increase calorie intake; be sure to include in the dietary specifications.</p> | <p>Discussed specific items and suggested changes. TA was given in informing the SFA of the policies around calories to meals. Discussed that additional food offered to students at no charge must be counted toward the dietary specifications. Referred to Memo SP 38-2019: Meal Requirements Q&A found on ADE's website at http://www.azed.gov/hns/memos/.</p> | <p><i>None required at this time.</i></p> |

12 Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, on the day of review during lunch daily vegetable quantities were insufficient, providing 1/2 cup and not the required 3/4 cup minimum. This was determined to be a repeat finding from cycle two 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 (e.g., changes in serving sizes of vegetable). 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).

Please provide a written description of the changes that have been made to ensure that daily Vegetable quantities meet minimum amounts required by the meal pattern.

Counting & Claiming

No Findings.

Media Release

No Findings.

SFA Monitoring Responsibilities

No Findings.

Civil Rights

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| 13 Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, district procedures handle complaints at district level by Cafeteria Director and Superintendent before elevating to USDA Program Discrimination Form. | Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). Additionally, the 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 How-To Guides. | <i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements. Additionally, the certificate of completion of Step by Step Instruction: How to File a Civil Rights Complaint must be submitted.</i> |
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Food Safety

No Findings.

Water

No Findings.

Comments/Recommendations:

Congratulations! San Simon Unified District has completed the SSO portion of the Administrative Review for the 2020–2021 school year. Thank you for your efforts during the review process. It is evident that you are working hard to ensure your students are fed healthy, delicious meals.

Training: Web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>

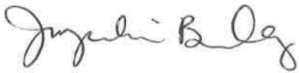
COVID-19: Guidance to Child Nutrition Operators can be found on ADE's website at <https://www.azed.gov/hns/covid19>

Fiscal Action Assessed?

- | | | |
|---|--|----------|
| <input checked="" type="checkbox"/> No- SBP | <input type="checkbox"/> Yes- SBP | |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | |
| <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 | \$136.80 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 11, 2021 to Joyce Benally at Joyce.Benally@azed.gov.



4/13/2021

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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