



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: The Paideia Academies, Inc

CTD: 07-82-06

Sites: The Paideia Academy of South Phoenix

Contacts: Brian Winsor, Principal & Dawn Torres-Rivas, NSLP Clerk

Review Date: 2/22/21, Exit Conference: 3/2/21

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	Production record crediting and food crediting are inconsistent.	Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Resources can be found at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab.	<i>Please provide a written description of changes made to ensure recipes, labels, and production records are consistent with crediting.</i>
Counting & Claiming			
2	Meal counts for lunch service during the month of review were not correctly recorded. Specifically, the number recorded was different than the number written on the meal counting sheet for two days. A revised claim was submitted so this did not contribute towards fiscal action.	Discussed importance of double-checking meal counts and ensuring the number marked off is recorded correctly. Discussed making the tally number more obvious by circling or highlighting it.	<i>A revised claim has been submitted. Please provide a written description of changes to the system that will be implemented to ensure that meal counts are accurate.</i>

Media Release

No findings.

SFA Monitoring Responsibilities

No findings.

Civil Rights

- | | | | |
|---|--|---|--|
| 3 | 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/ . | <i>An updated advertising material was provided. Please provide written assurance that all advertising materials will include the required nondiscrimination statement</i> |
| 4 | Procedures for receiving and processing complaints alleging discrimination within the school meal programs are not in place; procedures were provided for FERPA. | 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). 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 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

- | | | | |
|---|---|---|--|
| 5 | The written food safety plan did not include adequate standard operating procedures (SOP) for serving meals via curbside pick-up. | Discussed adding SOPs for curbside pick-up to the food safety plan. Guidance on creating a Food Safety can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety tab. | <i>Please provide a copy of the SOPs that will be added to the written food safety plan.</i> |
|---|---|---|--|

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 | |
| <input checked="" type="checkbox"/> No - SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP | |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **April 23, 2021** to Lindsey Cler at Lindsey.Cler@azed.gov.



March 23, 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
This institution is an equal opportunity provider