



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Wide Ruins Community School
 CTD: 01-40-10
 Site: Home Delivery Route 1 - Wide Ruins Community School
 Contact: Jeannie Lewis, Principal and Nora Nez, Lead Food Service Worker
 Review Date: March 29, 2021
 Review Period: February 2021
 Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	Amount of sites being operated did not match the amount of sites approved in CNPWeb. Specifically, only one bus route was approved in CNPWeb while the SFA was operating three bus routes.	Discussed that all operating sites must be added and approved in CNPWeb.	<i>Please submit a copy of the approved site applications for the two bus routes. Additionally, please provide written assurance that meal service will only occur at sites approved in CNPWeb.</i>
2	The Multiple Days Meal Distribution Plan was not submitted to ADE prior to distributing meals for multiple days. Specifically, the waiver was submitted on 11/03/2020 with a start date of 11/02/2020.	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. 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 SFAs capacity to provide meals for multiple days. Referred to USDA Waiver Summary found on ADE's website at https://www.azed.gov/hns/covid19 .	<i>Please provide written assurance that, moving forward, any new or updated Multiple Days Meal Distribution Plans will be submitted to ADE prior to implementation.</i>

Site Agreement

No findings.

Site Eligibility

No findings.

Menu Planning

3 On the day of review, the required meal components were not available on every reimbursable meal service line to all students prior to the beginning of and during the meal service. Specifically, no fruit was served at lunch on the day of review. This error was deemed non-systemic; however, it contributed toward fiscal action calculations and resulted termination of performance-based reimbursement (extra 7 cents).	Discussed requirement to serve all components (specifically fruit) every day. Discussed importance of ensuring that what is on the production record matches what is offered at each meal service.	<i>Please provide a written description of the changes that have been made to ensure that all required meal components—specifically fruit—are available in every reimbursable meal served to students.</i>
4 Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, insufficient vegetable quantities were served at lunch on the day of review (1/2 cup of vegetable was served when at least 3/4 cup vegetable is required). This was not 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 (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 Online Training Library 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 Online Training Library 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 Online Training Library 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 daily vegetable quantities at lunch meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i>
5 During the day of review, all grains served at lunch were not whole grain-rich. Specifically, the General Tso's Bowl was not whole grain-rich.	Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Online Training Library tab.	<i>Please provide a written description of the changes that have been made to ensure that all grains served under the National School Lunch Program (including Seamless Summer Option) are whole grain-rich.</i>

Quantities observed during the week of review did not meet minimum amounts required by the meal pattern. Specifically, insufficient vegetable quantities were served at lunch on 2/4/21—only 5/8 cup vegetable was served when 3/4 cup vegetable is required. This was not 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 (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 Online Training Library 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 Online Training Library 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 Online Training Library 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 at lunch meet minimum amounts required by the meal pattern.

6

Quantities observed during the week of review did not meet minimum amounts required by the meal pattern. Specifically, insufficient dark green vegetable subgroup quantities were served at lunch—only 1/4 cup dark green vegetable was served throughout the week when 1/2 cup vegetable is required. This was not 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 (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 Online Training Library 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 Online Training Library 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 Online Training Library 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 at lunch meet minimum amounts required by the meal pattern.

7

<p>The following vegetable subgroup was not offered during the review period: Starchy. List sub-groups. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>	<p>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 Online Training Library tab. Please note that repeated violations involving vegetable subgroups 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 which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p>
<p>8</p> <p>Quantities observed during the week of review did not meet minimum amounts required by the meal pattern. Specifically, insufficient daily meat/meat alternate quantities were served at lunch on 2/5/21 as the result of insufficient crediting documentation provided for the burrito. Advertising literature was provided, therefore the reviewer was unable to determine how much meat/meat alternate was served. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>	<p>9</p> <p>Discussed when processed products are used in Child Nutrition Programs to meet the meal pattern requirement, the product's contributions must be determined. Child Nutrition (CN) labels and/or Product Formulation Statements provide valuable crediting information; these are the only documents accepted as proper crediting documentation. The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library tab.</p>	<p><i>Please provide a CN label and/or Product Formulation Statement for the Ajinomoto Butcher Boy Beef and Bean Burrito. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.</i></p>
<p>10</p> <p>Quantities observed during the week of review did not meet minimum amounts required by the meal pattern. Specifically, insufficient daily grain quantities were served at lunch on 2/5/21 as the result of insufficient crediting documentation provided for the burrito. Advertising literature was provided, therefore the reviewer was unable to determine how much grain was served. This was not a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>	<p>Discussed when processed products are used in Child Nutrition Programs to meet the meal pattern requirement, the product's contributions must be determined. Child Nutrition (CN) labels and/or Product Formulation Statements provide valuable crediting information; these are the only documents accepted as proper crediting documentation. The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library tab.</p>	<p><i>Corrective action requirements for this finding will be fulfilled in corrective action provided for Item #10 (above).</i></p>

Quantities observed during the week of review did not meet minimum amounts required by the meal pattern. Specifically, insufficient weekly meat/meat alternate quantities were served at lunch. This was not 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 (e.g., changes in serving utensils, recipes, obtaining proper crediting documentation, 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 Online Training Library 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 Online Training Library 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 Online Training Library 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 meat/meat alternate quantities at lunch meet minimum amounts required by the meal pattern.

11

Quantities observed during the week of review did not meet minimum amounts required by the meal pattern. Specifically, insufficient weekly grain quantities were served at lunch. This was not 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 (e.g., changes in serving utensils, recipes, obtaining proper crediting documentation, 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 Online Training Library 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 Online Training Library 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 Online Training Library 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 at lunch meet minimum amounts required by the meal pattern.

12

<p>13</p> <p>During the week of review, all grains served at lunch were not whole grain-rich. Specifically, the burrito served on 2/5/21 was not whole grain-rich.</p>	<p>Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Online Training Library tab.</p>	<p><i>Please provide one week of lunch production records and supporting documentation (CN Label, PFS, ingredient lists, nutrition fact labels, etc.) that demonstrate all grains served at lunch were whole grain-rich.</i></p>
<p>14</p> <p>During the review period, production records for breakfast and lunch were not completed accurately. Specifically, the type of fruit provided was not specified.</p>	<p>Discussed required sections of production records. ADE's Updated Fillable Production Record Template with Instructions can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library tab.</p>	<p><i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days that list all items provided—including specification of what fruit was provided. Additionally, the certificate of completion of Production Record Overview must be provided.</i></p>
<p>15</p> <p>On the day of review, production records for lunch were not completed accurately. Specifically, the production record listed General Tso's Bowl, Broccoli Florets, Fresh Cauliflower, Fortune Cookie, Apple, and Milk when only the General Tso's Bowl, Broccoli Florets, and Milk were provided.</p>	<p>Discussed required sections of production records. ADE's Updated Fillable Production Record Template with Instructions can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library tab.</p>	<p><i>Please provide a written description of changes to the system that have been implemented to ensure that production records reflect only what was served, as well as written assurance that all records will be maintained for 5 years.</i></p>

Counting & Claiming

<p>16</p> <p>Separate meal counts were not taken per meal service. Specifically, one sheet is used to tally meal counts for all meals provided during the week (i.e., 5 days of breakfasts and lunches are counted via the same tally).</p>	<p>Discussed that counting records for meals served must align to the meal being served (i.e., breakfast or lunch) and the day the meal is intended to be consumed. Households must be able to refuse meals and therefore the counts need to be taken separately.</p>	<p><i>Please provide a written description of changes to the system that have been implemented to ensure that meal service counts are recorded separately per meal provided.</i></p>
---	---	--

Media Release

No findings.

SFA Monitoring Responsibilities

17	There is not a plan in place to ensure all SSO sites are reviewed at least once during each site's operation. Specifically, the SFA provided 1 of 3 pages of a self-monitoring form for 1 of 3 sites in operation.	Discussed requirement to fully review all SSO sites at least once during operation each year, referred to template site review form at https://www.azed.gov/hns/sfsp/sfspfor ms/ under Menu and Meal Service.	<i>Please provide a written description of how you will ensure that each SSO site will be reviewed at least once during operation each year and written assurance that this will occur.</i>
----	--	---	---

Civil Rights

18	The "And Justice for All" poster was not displayed in a prominent location and was not visible to all program participants. Specifically, the "And Justice for All" poster was not posted on the bus distributing meals	Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at https://www.azed.gov/hns/civilrights . Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification.	<i>Please provide pictures to demonstrate the posters are now displayed in a prominent location and visible to all program participants. Additionally, please provide written assurance that the "And Justice For All" poster has been displayed in a prominent location and visible to all program participants.</i>
----	---	---	---

Food Safety

No findings.

Water

No findings.

Comments/Recommendations:

Congratulations! Wide Ruins Community School has completed the SSO portion of the Administrative Review for the 2020–2021 school year. It is recommended that trainings in menu compliance and production records are completed throughout the year. It is also recommended that internal compliance checks are conducted periodically in these critical areas to maintain program integrity. 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 | |
| <input 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 | \$360.00 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by June 10, 2021 to Kariann Sadlon at Kariann.Sadlon@azed.gov or 1535 West Jefferson Street Bin #7, Phoenix, AZ 85007.



4/27/2021

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