



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Colorado City Unified District

CTD: 08-02-14

Site: Cottonwood Elementary

Contacts: Carol Timpson, Superintendent & Susie Dutson, Food Service Director

Review Date: 4/13/21, Exit Call: 4/22/21

Review Period: March 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	The availability and location of free meals at area-eligible sites was not advertised to the community.	The NSLP media release was used. Discussed that availability and location of the SSO meals should be advertised to families.	<i>Please provide a written description of the advertisement that will be used to notify the families of the availability and location of free meals and written assurance that this will occur when SSO is operated.</i>
Site Agreement			
	No findings		
Site Eligibility			
	No findings		

Menu Planning

- 2 A waiver was not submitted to ADE for meals with meal pattern deficiencies when the meal pattern was not followed. Specifically, during the week of review, all grains served at breakfast were not whole grain rich.
- Discussed that ADE is permitted to provide meal reimbursements when the meal pattern is unable to be met by the SFA due to court ruling of whole grains. SFA is required to provide a meal pattern waiver request form to ADE. Step-by-Step Instruction: How to Submit a Meal Pattern Waiver and Step-by-Step Instruction Quick Guide: How to Submit a Meal Pattern Waiver can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Training tab. Referred to SFSP/SSO Meal Pattern Waiver on ADE's website at <https://www.azed.gov/hns/covid19>.
- Please submit a meal pattern waiver to ADE for whole grain rich during breakfast. Additionally, please provide written assurance that if the meal pattern cannot be adhered to for all meal services at all times, a meal pattern waiver will be submitted to ADE.*
- 3 Quantities observed on the day of review and during the review period did not meet minimum amounts required by the meal pattern. The daily 1 cup fruit requirement was not met during the review period, which also made the weekly quantity short. The 1 cup fruit requirement was not met on the day of review either. This was not a repeat finding.
- Discussed meal pattern requirements for breakfast and how to ensure 1 cup of fruit is offered. Meal pattern requirements for the School Breakfast Program can be found on ADE's website under Meal Pattern <https://www.azed.gov/hns/nslp/>. 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 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).
- Updated production records showing 1 cup of fruit was provided. Please provide written assurance that fruit quantities at breakfast will meet minimum amounts required by the meal pattern.*

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| <p>4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. The daily grain requirement was not met on March 9. The weekly grain quantity also was not met during the review period. This was not a repeat finding.</p> | <p>Discussed meal pattern requirements for breakfast and how to ensure daily and weekly grain requirements are met. Meal pattern requirements for the School Breakfast Program can be found on ADE's website under Meal Pattern https://www.azed.gov/hns/nslp/. 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 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).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that grain quantities at breakfast meet minimum amounts required by the meal pattern.</i></p> |
| <p>5 Portion size listed on production records were incorrect for multiple items; they were listed by ounces instead of cups.</p> | <p>Discussed the items that were listed incorrectly and how to record those on the production records. Recommended trainings in the Online Training Library on ADE's website https://www.azed.gov/hns/nslp/training, under the Operations section: Using Appropriate Serving Utensil and Production Record Overview Recorded Webinar.</p> | <p><i>Production records showing the correct portion size were provided. No further corrective action needed.</i></p> |
| <p>6 Production records were not completed correctly; they were combined for both schools during the week of review.</p> | <p>Discussed making the production records specific to each site. Production records were updated to only include 1 site for the day of review. These production records combined breakfast and lunch on one. Discussed that this was okay but making it very clear and labeling which items and number of reimbursable meals were for which meal service.</p> | <p><i>Updated production records were provided. No further corrective action needed.</i></p> |

Counting & Claiming

No findings

Media Release

No findings

SFA Monitoring Responsibilities

No findings

Civil Rights

No findings

Food Safety

- | | | | |
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| 7 | The food safety plan was not site specific to the school being reviewed; the plan was for the main kitchen | SFA uses ADE's food safety template for the main kitchen. Since Cottonwood is a satellite kitchen they don't need the same SOPs. Discussed making sure their plan was site specific to their operations. | <i>Please provide a written description of changes that will be made to update Cottonwood's food safety plan.</i> |
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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 June 18, 2021 to Lindsey Cler at Lindsey.Cler@azed.gov.



May 19, 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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