



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Noah Webster Schools - Mesa

CTD: 07-89-30

Sites: Noah Webster Schools - Mesa

Contacts: Jessica Friedermann, Principal and Becci Alverado, Food Service Director

Review Date: April 27, 2021

Review Period: March 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	The SFSP Parent/Guardian Pickup Waiver Form was not submitted to ADE prior to the SFA implementing parent/guardian pickups for SFSP.	Discussed ADE has created a Parent/Guardian Pickup Waiver Form for SFAs to provide details on how they will maintain accountability and Program integrity while distributing meals to parents or guardians without children present. SFAs only need to submit the form once for SY 20-21. The electronic form must be submitted before the SFA implements parent/guardian pickups. ADE will provide technical assistance and request clarification if an SFAs submission does not demonstrate that accountability and Program integrity will be maintained while implementing parent/guardian pickups. Referred to USDA Waiver Summary found on ADE's website at https://www.azed.gov/hns/covid19 .	Please submit the Parent/Guardian Pickup Waiver Form to ADE. Additionally, provide written assurance that you will provide clarification if your submission does not demonstrate that accountability and Program integrity will be maintained while implementing parent/guardian pickups

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.

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.

2

Site Agreement

No findings.

Site Eligibility

No findings.

Menu Planning

Production record for Friday of the week of review is not accurate. Specifically, one Cinnamon Goldfish package credits as 1oz/eq grain, not 2oz/eq grain.

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. Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool can be found at <https://foodbuyingguide.fns.usda.gov/>.

Please provide an updated production record indicating accurate crediting for Cinnamon Goldfish.

3

Peaches and Strawberries recipe is not accurate. Specifically, the recipe yield is 1 (1/2c), however, the recipe instructions calls for a 5lb bag of strawberries and 5 #10 cans of peaches.

Discussed updating the recipe.

Please provide an updated recipe for Peaches and Strawberries.

4

Counting & Claiming

No findings.

Media Release

No findings.

SFA Monitoring Responsibilities

No findings.

Civil Rights

Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, complaints are 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., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. 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 Online Training Library tab.

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.

5

Food Safety

No findings.

Water

No findings.

Comments/Recommendations:

Congratulations! The Seamless Summer Option of your SY 2020-2021 Administrative Review is complete. Thank you for your prompt a

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	\$0.00
<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 May 26, 2021 to Jennifer McDonald at Jennifer.McDonald@azed.gov.



5/5/2021

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.

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