



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Oracle Elementary District

CTD: 11-03-02

Sites: Mountain Vista School

Contacts: Crystle Nehrmeyer, Superintendent and Cheri Clinton, Food Service Director

Review Date: April 15, 2021

Review Period: March 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 crediting documentation are inconsistent. Specifically, the Whole Grain Dinner Roll credits 1.0 oz eq of Grain on the Production record crediting but documentation indicates it provides 1.25 oz eq of 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.	<i>Please provide updated crediting documentation and production records with consistent crediting for the Whole Grain Dinner Roll.</i>

2 **Observation:** Production Records were separated for grades K-8 and 9-12 with only one meal provided on a daily basis for a 9-12 grade group. Referred to SP 09-2017 2017 Edition of Questions and Answers for the National School Lunch Program's Seamless Summer Option # 44. *No further action required.*

[Revised] Do SFAs operating SSO have to follow the age/grade group requirements? SFAs offering SSO must follow the established NSLP or SBP meal pattern for the age/grade groups at the site. However, SFAs operating open and restricted open sites that have difficulty implementing the age grade/group requirement may work with their State agencies to make accommodations. These accommodations may include using a single age/grade group meeting the minimum meal pattern requirements for the most common age/grade group attending the site. This holds true for both school and non-school sites. All accommodations must possess a reasonable justification for the need to deviate from age/grade group requirement and be added as an addendum to the agreement between the SFA and State agency.

Additionally, these accommodations only apply to open and restricted open sites where meals are served to all children in the community on a first come/first served basis. All other sites that serve an identified group of children, including closed enrolled sites and camps, must follow meal pattern for each age/grade established in 7 CFR 210.10 and 7 CFR 220.8.

Counting & Claiming

No Findings.

Media Release

No Findings.

SFA Monitoring Responsibilities

No Findings.

Civil Rights

3 Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, the procedures are held as a informal process held internally at the district school level with a compliance officer.	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 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>
--	--	--

Food Safety

No Findings.

Water

No Findings.

Comments/Recommendations:

Congratulations! Oracle Elementary District has completed the SSO portion of the Administrative Review for the 2020–2021 school year. Thank you for your organization and sense of urgency during the review process. It is evident that you are working hard to ensure your students are fed healthy and 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 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 June 4, 2021 to Joyce Benally at Joyce.Benally@azed.gov.



5/14/2021

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