



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Red Rock Day School

CTD: 01-43-04

Site: Red Rock Day School

Contacts: Jeannie Kee-Parsons, School Principal and LoDonna Begay, Business Tech

Review Date: April 26, 2021

Review Period: March 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
-----	-----------------	-------------------------------	----------------------------

SFA Operations

1	The Parent/Guardian Pickup Waiver Form was not submitted to ADE prior to the SFA implementing parent/guardian pickups.	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 .	<i>The Parent/Guardian Pickup Waiver Form has been submitted to ADE. Please 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.</i>
---	--	--	--

Site Agreement

No findings

Site Eligibility

No findings

Menu Planning

No findings

Counting & Claiming

No findings

Media Release

No findings

SFA Monitoring Responsibilities

No findings

Civil Rights

- | | | | |
|---|---|--|---|
| 2 | The monthly breakfast menu, lunch menu and heating instructions 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. | <i>Please provide written assurance that all program materials will include the required nondiscrimination statement. Additionally, provide an updated May breakfast menu, May lunch menu and heating instructions with the most current nondiscrimination statement.</i> |
|---|---|--|---|

Food Safety

- | | | | |
|---|--|--|--|
| 3 | A written food safety plan has not been developed. | Discussed required components of a food safety plan and resources available on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety tab. | <i>Please provide a copy of a written food safety plan.</i> |
| 4 | Instructions/handout that explains how to store meals until consumption was not provided with meals. | Discussed instructions should be provided to families on how to keep food safe until consumption.
Referred to School Meals Programs: Providing Multiple Meals at a Time During the Coronavirus (COVID-19) Pandemic and Lunch Assist COVID-19 Resources for Schools found on ADE's website at https://www.azed.gov/hns/covid19 under the Resources tab. | <i>Please provide the instructions/handout that will be provided to families on how to keep food safe until consumption.</i> |

Water

No findings

Comments/Recommendations:

Thank you for your cooperation during the review process. Your school is doing an amazing job providing breakfast and lunch meals during the pandemic while your students are learning from home. Keep up the great work!

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 Kerrie Zigler at Kerrie.Zigler@azed.gov.



5/13/2021

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