



## Arizona Department of Education Health and Nutrition Services Division

### Seamless Summer Option Administrative Review Summary Report

Sponsor: Buckeye Elementary District

CTD: 07-04-33

Site: Marionnaeux Elementary School

Contacts: CJ Beckstrom, Chief Financial Officer and Jason Woods, Child Nutrition Director

Review Date: May 11, 2021

Review Period: April 2021

Review Type:  SSO

| No.                   | Review Findings  | Technical Assistance Provided  | Required Corrective Action   |
|-----------------------|--|--|--|
| <b>SFA Operations</b> |  |  |  |
| 1                     | Advertising materials did not contain the required nondiscrimination statement. Specifically, the food service plan announcement sent to families did not contain the nondiscrimination statement. | Discussed where to find nondiscrimination statement on ADE's website at <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a> and whether long or short statement would be most appropriate.   | <i>Please provide written assurance that all advertising materials will include the required nondiscrimination statement. Additionally, provide an updated food service plan with the most current nondiscrimination statement.</i>  |
| 2                     | The SSO Parent/Guardian Pickup Waiver Form was not submitted to ADE prior to the SFA implementing SSO 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 <a href="https://www.azed.gov/hns/covid19">https://www.azed.gov/hns/covid19</a> . | <i>Please submit the Parent/Guardian Pickup Waiver Form to ADE. Additionally, 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> |

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|---|--|---|--|
| 3 | The SSO Multiple Days Meal Distribution Plan was not submitted to ADE prior to distributing meals for multiple days through SSO.       | 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 <a href="https://www.azed.gov/hns/covid19">https://www.azed.gov/hns/covid19</a> . | <i>Please submit the Multiple Days Meal Distribution Plan to ADE. Additionally, provide written assurance that you will provide clarification if your distribution plan does not demonstrate the SFA's capacity to provide meals for multiple days.</i>  |
| 4 | Production records for breakfast during the week of review and day of review did not indicate that two varieties of milk were offered. | Discussed that all items offered during meal service must be recorded on the production records. Parts of a Production Record Guidance can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab. Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab.   | <i>Please provide copies of completed breakfast production records for 5 consecutive days demonstrating that two milk varieties were recorded on the production records. Additionally, please provide written assurance that all items offered during meal service will be recorded on the production records.</i> |

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**Site Agreement**

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No findings

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**Site Eligibility**

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No findings

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### Menu Planning

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- 5 A waiver was not submitted to ADE for meals with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, the minimum daily fruit serving of 1 cup at breakfast was not offered three out of the five days during the week of review. This led to not meeting the minimum weekly fruit serving of 5 cups and exceeded the 50% maximum of fruit juice being served as a fruit.
- Discussed that ADE is permitted to provide meal reimbursements when the meal pattern is unable to be met by the SFA providing the meals due to shortages and/or supply chain issues. SFAs must maintain daily records of meals with meal pattern deficiencies by component, per meal service. To support the claim for reimbursement of meals, the 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 USDA Waiver Summary found on ADE's website at <https://www.azed.gov/hns/covid19>.
- Please submit a breakfast meal pattern waiver to ADE for insufficient fruit quantities and exceeding the weekly servings of fruit juice. 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.*
- 6 A waiver was not submitted to ADE for meals with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, the dark green vegetable subgroup was not served during the week of review.
- Discussed that ADE is permitted to provide meal reimbursements when the meal pattern is unable to be met by the SFA providing the meals due to shortages and/or supply chain issues. SFAs must maintain daily records of meals with meal pattern deficiencies by component, per meal service. To support the claim for reimbursement of meals, the 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 USDA Waiver Summary found on ADE's website at <https://www.azed.gov/hns/covid19>.
- Please submit a lunch meal pattern waiver to ADE for not meeting the vegetable subgroup weekly requirement. 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.*

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### Counting & Claiming

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No findings

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**Media Release**

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No findings

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**SFA Monitoring Responsibilities**

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No findings

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**Civil Rights**

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No findings

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**Food Safety**

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No findings

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**Water**

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No findings

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**Comments/Recommendations:**

Thank you for your cooperation during the review process.

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**Training: Web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>**

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**COVID-19: Guidance to Child Nutrition Operators can be found on ADE's website at <https://www.azed.gov/hns/covid19>**

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**Fiscal Action Assessed?**

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|---|--|--------|
| <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 July 2, 2021 to Kerrie Zigler at [Kerrie.Zigler@azed.gov](mailto:Kerrie.Zigler@azed.gov)



6/11/2021

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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.