



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Hunters Point Boarding School
 CTD: 01-40-06
 Sites: Hunters Point Boarding School
 Contacts: Julia Donald, Principal & Relando Catron, Cook
 Review Date: 5/18/21, Exit Call: 5/25/21
 Review Period: April 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.	SFA submitted the waiver before the review but after they had implemented it. Discussed that waivers must be submitted before the SFA implements parent/guardian pickups.	<i>The parent/guardian pickup waiver has already been submitted. Please provide written assurance that waivers will be submitted before implementing them in the future.</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 and day of review milk variety was not met at breakfast and lunch.	Discussed that ADE is permitted to provide meal reimbursements when the meal pattern is unable to be met due to alternative meal service models, such as curbside pick-up. SFA is required to provide a meal pattern waiver request form to ADE. Referred to SFSP/SSO Meal Pattern Waiver on ADE's website at https://www.azed.gov/hns/covid19 .	<i>Please submit a meal pattern waiver to ADE for milk variety during lunch and 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.</i>

3 Cereal is not listed correctly on the production records for breakfast; multiple types of cereal are listed together rather than tracked separately.	Discussed that each type of cereal needs to be listed separately on the production records and the amount needs to reflect each type of cereal.	<i>Please provide one day of breakfast production records that demonstrate cereal being listed separately. Additionally, please provide written assurance that cereal will be listed separately on production records.</i>
4 Milk is incorrectly listed on production records for breakfast and lunch; only 1 milk type is served with each meal service but two are listed.	Discussed that production records should accurately reflect the milk type offered with each meal service.	<i>Please provide copies of completed lunch and breakfast production records for 5 consecutive days that demonstrate milk being listed accurately. Additionally, please provide written assurance that milk will be listed accurately on production records.</i>
No finding.	Observation: Discussed that the bus route will need to have their own production records once it's added as a site.	<i>None required.</i>

Counting & Claiming

5 Separate meal counts were not taken per meal service. Specifically, breakfast and lunch is handed out at the same time but not counted separately.	Discussed that counting records for meals served together must still be tracked and documented separately.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal service counts are recorded separately per meal provided.</i>
No finding.	Observation: Discussed that the bus route will need to have their own meal counts once it's added as a site.	<i>None required.</i>

Media Release

No findings.

SFA Monitoring Responsibilities

6 SFA did not conduct the site review at least once during the site's operation.	Discussed the current requirement that monitoring shall be conducted by the sponsor at meal service sites to the maximum extent practicable, however the on-site portion of monitoring located at 7 CFR 225.15(d) has been waived through June 30, 2021. The site review form can be found on ADE's website under Program Forms: https://www.azed.gov/hns/sfsp/sfsp/forms/ .	<i>Please provide documentation that a site review was conducted. Additionally, please provide written assurance that site reviews will be conducted at least once during a site's operation.</i>
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Civil Rights

No findings.

Food Safety

- 7 The written food safety plan did not include adequate standard operating procedures (SOP) for serving meals via curbside pick-up. Discussed adding SOPs for curbside pick-up to the food safety plan and ensuring that the plan is specific to current meal service operations. Guidance on creating a Food Safety can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Food/Health Safety tab. *Please provide a copy of the SOPs that will be added to the written food safety plan. Additionally, please provide written assurance that the food safety plan will be site specific.*
- 8 The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d): banana, pineapple. Additionally, documentation justifying a Buy American exception was not maintained. Discussed the Buy American provision requirements and procedures to ensure compliance. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Operational tab. *Please provide a copy of the completed Buy American exception form and written assurance that this will be kept on file for 5 years.*

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	\$0.00
<input checked="" type="checkbox"/> No - SSO NSLP	<input type="checkbox"/> Yes- SSO NSLP	\$0.00

Please submit corrective action response by **July 2, 2021** to Lindsey Cler at Lindsey.Cler@azed.gov.



6/4/21

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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