



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Keams Canyon Elementary School

CTD: 09-91-09

Sites: Keams Canyon Elementary

Contacts: Gary Polacca, Principal / Rhonda Clay, Head Cook

Review Date: May 5, 2021

Review Period: April 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	Amount of sites being operated did not match the amount of sites approved in CNPWeb. Specifically, only one site was approved when 3 bus routes were operating.	Discussed that all operating sites must be added and approved in CNPWeb.	<i>Please submit a copy of the approved site applications for the additional bust routes. Additionally, please provide written assurance that meal service will only occur at sites approved in CNPWeb.</i>
Site Agreement			
	No Findings		
Site Eligibility			
	No Findings		
Menu Planning			

Portion sizes observed during the month of review did not meet minimum amounts required by the breakfast meal pattern. Specifically, on April 6, 2021, only 3/4 fruit instead of the 1 cup daily requirement.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Online Training Library tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).

Please provide one week of breakfast production records which demonstrates that at least 1 cup of fruit was offered each day to meet the daily requirement. Additionally, please provide a written description of the changes that have been made to ensure that at least 1 cup will be served to meet the breakfast daily fruit requirement.. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Breakfast Menu must be submitted.

2

The following vegetable subgroup was not offered during the review period: Starchy. This was not determined to be a repeat finding from cycle two and did not contribute toward fiscal action calculations.

Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Menu Planning tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library tab. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).

Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.

3

Meal contributions are not being accurately reflected on production records. Breakfast 4/5, cereal and Banana Muffin package weights are listed as m/ma contributions on the production records. Breakfast 4/6, 6oz Fruit Punch is listed as 1 cup fruit instead of 3/4 cup. Breakfast 4/8, did not have the 1 cup fruit contribution listed from the Breakfast Kit. Lunch 4/6, Cheese Slice is written as a 1/2 cup vegetable contribution. Lunch 4/8, Baked Chips are listed as a grain contribution instead of the Orange Chicken Bowls.

Discussed required sections of production records. ADE's Updated Fillable Production Record Template with Instructions can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Menu Planning tab. Production Record for Multiple Grades can be found on ADE's website <https://www.azed.gov/hns/nslp/forms> under the Menu Planning tab. Production Record Template can be found on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Menu Planning tab. The Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training> under the Online Training Library tab.

Please provide copies of completed breakfast production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years

4

Counting & Claiming

No Findings

Media Release

No Findings.

SFA Monitoring Responsibilities

No Findings.

Civil Rights

No Findings.

Food Safety

No Findings.

Water

No Findings

Comments/Recommendations:

Congratulations! Keams Canyon Elementary School has completed the SSO Administrative Review for the 2020-2021 school year. Thank you for your cooperation and organization 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>

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 July 6, 2021 to Walter Jacobson at email Walter.Jacobson@azed.gov .



6/7/2021

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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