



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Red Mesa Unified District

CTD: 01-02-27

Site: Red Valley / Cove High School

Contacts: Jacquelyne Wauneka, Acting Superintendent and Kirby Bedonie, Business Manager

Review Date: April 21, 2021

Review Period: March 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
	<i>No findings.</i>		
Site Agreement			
	<i>No findings.</i>		
Site Eligibility			
	<i>No findings.</i>		
Menu Planning			
1	Fluid milk was not available in at least two varieties for each meal service. This was attributed this to the learning plan not allowing for milk choice at each meal service; however, a meal pattern waiver was not submitted.	Discussed variety requirement and feasible options for compliance (e.g., incorporating milk variety into mobile service or submitting a waiver). Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>An SSO Meal Pattern Waiver for milk variety was submitted to ADE on 05/03/21 that describes the justification for not offering two varieties of milk during breakfast and lunch for the timeframe of mobile meal service.</i>

Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, daily fruit requirements were not met at lunch. Only 1/2 cup of fruit was served when 1 cup of fruit is required daily at lunch for grades 9-12. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, increasing portions, etc.). Meal pattern requirements for the National School Lunch 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 a written description of the changes that have been made to ensure that daily fruit quantities at lunch meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.

2

Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, daily vegetable requirements were not met at lunch. Only 1/2 cup of vegetable was served when 1 cup of vegetable is required daily at lunch for grades 9-12. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, offering additional vegetables, increasing portions, etc.). Meal pattern requirements for the National School Lunch 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. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides 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 a written description of the changes that have been made to ensure that daily vegetable quantities at lunch meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.

3

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily fruit requirements were not met at breakfast. Only 1/2 cup of fruit was provided on 3/1/21 and 3/3/21 and only 3/4 cup of fruit was provided on 3/2/21 and 3/4/21 when 1 cup of fruit is required daily at breakfast for grades 9–12. This was not determined to be a repeat finding from cycle two and did not contribute toward fiscal action calculations.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, offering additional fruits, increasing portions, etc.). 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 Breakfast 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 a written description of the changes that have been made to ensure that daily fruit quantities at breakfast meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-By-Step Instruction: How to Plan a Breakfast Menu must be submitted.

4

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly fruit requirements were not met at breakfast. Only 2 1/2 cups of fruit were provided when 4 cups of fruit are required weekly at breakfast for grades 9–12 during a 4-day week. This was not determined to be a repeat finding from cycle two and did not contribute toward fiscal action calculations.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, offering additional fruits, increasing portions, etc.). 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 Breakfast 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 a written description of the changes that have been made to ensure that weekly fruit quantities at breakfast meet minimum amounts required by the meal pattern.

5

During the week of review, juice was served more than 50% of the time during breakfast. Specifically, 60% of the weekly fruit served at breakfast was juice.

Discussed that juice may not be used to meet more than half of the weekly fruit requirement. Referred to meal pattern requirements for the National School Breakfast Program, which can be found on ADE's website at

<http://www.azed.gov/hns/nslp> under the Meal Pattern tab. Please note that repeated violations involving juice requirement may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).

Please provide one week of breakfast production records which demonstrate that juice is not served more than 50% of the time. Additionally, please provide a written description of the changes that have been made to ensure that juice requirements are met.

6

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily fruit requirements were not met at lunch. Only 1/2 cup of fruit was provided each day when 1 cup of fruit is required daily at lunch for grades 9–12. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, offering additional fruits, increasing portions, etc.). Meal pattern requirements for the National School Lunch 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 a written description of the changes that have been made to ensure that daily fruit quantities at lunch meet minimum amounts required by the meal pattern.

7

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly fruit requirements were not met at lunch. Only 2 cups of fruit were provided each day when 4 cups of fruit is required weekly at lunch for grades 9–12 during a 4-day week. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, offering additional fruits, increasing portions, etc.). Meal pattern requirements for the National School Lunch 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 a written description of the changes that have been made to ensure that weekly fruit quantities at lunch meet minimum amounts required by the meal pattern.

8

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly red/orange vegetable subgroup requirements were not met at lunch. Only 3/4 cups of red/orange vegetable were provided throughout the week when 1 1/4 cup of red/orange vegetable is required at lunch for grades 9–12 during a 4-day week. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., offering additional red/orange vegetables, increasing portions, etc.). Meal pattern requirements for the National School Lunch 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. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides 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 a written description of the changes that have been made to ensure that weekly red/orange vegetable quantities at lunch meet minimum amounts required by the meal pattern.

9

10

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily grain requirements were not met at lunch on 3/3/21 and 3/4/21. Only 1.5 oz eq grain was served on 3/3/21 when 2.0 oz eq grain is required daily at lunch for grades 9–12. Additionally, insufficient documentation was provided for croutons served with the Chef Salad on 3/4/21 so reviewer was unable to determine crediting information. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., increasing portions, offering additional grains, procuring different products, etc.). Meal pattern requirements for the National School Lunch 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. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides 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).

SFA provided sufficient crediting documentation for grains served with Chef Salad. Please provide a written description of the changes that have been made to ensure that daily grain quantities at lunch meet minimum amounts required by the meal pattern.

11

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly grain requirements were not met at lunch. Only 5.75 oz eq grain were provided when 8.0 oz eq grain is required at lunch for grades 9–12 during a 4-day week. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., offering additional red/orange vegetables, increasing portions, etc.). Meal pattern requirements for the National School Lunch 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 a written description of the changes that have been made to ensure that weekly grain quantities at lunch meet minimum amounts required by the meal pattern.

12	During the week of review, all grains served at lunch were not whole grain-rich. Specifically, sliced bread and croutons were not whole grain-rich.	Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Online Training Library tab.	<i>Please provide one week of lunch production records and supporting documentation (Child Nutrition labels, Product Formulation Statements, ingredient lists, Nutrition Facts labels, etc.) that demonstrate all grains served at lunch were whole grain-rich.</i>
13	Production record crediting was inaccurate at breakfast on 3/2/2021. Specifically, crediting was inaccurate for the breakfast burrito (recorded as 4 oz eq M/MA when it credited as 1 oz eq M/MA and 1 oz eq 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. Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool can be found at https://foodbuyingguide.fns.usda.gov/ .	<i>Please provide updated production records for breakfast on 3/2/21 with correct portion sizes and crediting.</i>
14	Production record crediting and portion sizes were inaccurate at lunch on 3/2/2021. Specifically, portion sizes were inaccurate for the carrot sticks (recorded as 1/4 cup when 3/8 cup was provided) and celery sticks (recorded as 3/8 cup when 1/4 cup was provided), and crediting was inaccurate for the ham (recorded 5-slice portion as 2 oz eq M/MA when it credited as 1.5 oz eq M/MA).	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. Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool can be found at https://foodbuyingguide.fns.usda.gov/ .	<i>Please provide updated production records for 3/2/21 lunch with correct portion sizes and crediting.</i>
15	Production record crediting was inaccurate at lunch on 3/3/2021. Specifically, crediting was inaccurate for the chicken strips (2-ounce portion recorded as 2 oz eq M/MA when it credited as 1 oz eq M/MA), lettuce (credited in ounces instead of cups), tomato (credited in ounces instead of cups), and pinto beans (4-ounce portion credited as 4 oz eq M/MA instead of 1/2 cup vegetable).	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. Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool can be found at https://foodbuyingguide.fns.usda.gov/ .	<i>Please provide updated production records for 3/3/21 lunch with correct portion sizes and crediting.</i>

Counting & Claiming

16 Breakfast and lunch services observed on the day of review did not support that reimbursable meal counts are accurate. Specifically, the counts are not taken at the point of service, but rather the meals at the beginning and end of meal service are used to obtain counts. This was deemed a systemic error and contributed towards fiscal action calculations. A full recalculation of breakfasts and lunches served for the months of August–April was conducted.

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. SFA implemented a system where the driver marks off a meal count sheet each time a meal is given out.

Changes to the procedures of meal counting and claiming have been made and a recalculation was conducted. Fiscal action calculations were disregarded. No further corrective action is required at this time.

17 Adult lunches were included in the claim for reimbursement. A full recalculation of lunches served for the months of August–April was conducted.

Discussed that Federal reimbursement is only for reimbursable meals served to eligible students and potential changes that could be made to ensure adult meals are no longer included on the monthly reimbursement claims.

Please provide a written description of changes to the system that have been implemented to ensure that adult meals will not be included in the claim for reimbursement.

18 Separate meal counts were not taken per meal service. Specifically, breakfast and lunch were recorded on the same meal count sheets.

Discussed that counting records for meals served must align to the day the meal is intended to be consumed.

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 at the point of service.

Media Release

No findings.

SFA Monitoring Responsibilities

19 The SFA has not reviewed all SSO sites at least once during the sites' operation. Specifically, a desk review site form was completed for one of three sites operating SSO. Further, the desk review site form did not include the supporting documentation required when utilizing the desk review flexibility (photos of meal served on day of interview, food storage area, thermometers, point of service, and *And Justice for All* poster).

Discussed requirement to review all SSO sites at least once during operation each year, referred to template site review form at <https://www.azed.gov/hns/sfsp/sfsp/forms/> under the Operating section.

Please provide a written description of how you will ensure that each SSO site will be reviewed at least once during operation each year and written assurance that this will occur. Additionally, please provide written description of the supporting documentation that will be included if a desk review is conducted.

Civil Rights

20	Neither menus nor advertising materials 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 advertising materials will include the required nondiscrimination statement. Additionally, provide an updated advertising material with the most current nondiscrimination statement.</i>
21	Procedures for receiving and processing complaints alleging discrimination within the school meal programs are not in place.	Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., ADE, Food & Nutrition Services Southwest Regional Office, FNS Office of Civil Rights, or USDA Office of Civil Rights). Guidance on civil rights can be found on ADE's website at https://www.azed.gov/hns/civilrights under the Civil Rights tab. 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 Online Training Library tab.	<i>Please provide a written description of the process and procedures for processing complaints alleging discrimination within FNS School Meal Programs. Additionally, the certificate of completion of Step-by-Step Instruction: How to File a Civil Rights Complaint must be submitted.</i>
22	The "And Justice for All" poster was not displayed in a prominent location and was not visible to all program participants. Specifically, it was not displayed on the vehicle distributing meals.	Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at https://www.azed.gov/hns/civilrights . Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification.	<i>Please provide pictures to demonstrate the posters are now displayed in a prominent location and visible to all program participants (if meal services have ended, please provide a picture of where it will be posted during any future mobile meal services). Additionally, please provide written assurance that the "And Justice For All" poster has been displayed in a prominent location and visible to all program participants.</i>

Food Safety

No findings.

Water

No findings.

Comments/Recommendations:

Congratulations! Red Mesa Unified District has completed the SSO portion of the Administrative Review for the 2020–2021 school year. It is recommended that trainings in menu compliance and meal counts are completed throughout the year. It is also recommended that internal compliance checks are conducted periodically in these critical areas to maintain program integrity. Thank you for your cooperation during the review process.

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	-\$499.46
<input checked="" type="checkbox"/> No - SSO NSLP	<input type="checkbox"/> Yes- SSO NSLP	\$291.60

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 30, 2021 to Kariann Sadlon at Kariann.Sadlon@azed.gov or 1535 West Jefferson Street Bin #7, Phoenix, AZ 85007.



6/9/2021

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
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