



# Arizona Department of Education

## Health and Nutrition Services Division

### Seamless Summer Option Administrative Review Summary Report

Sponsor: Salome Consolidated Elementary District

CTD: 15-04-30

Sites: Salome Elementary School

Contacts: George Dean, Superintendent and Darla Weisser, Administrative Assistant

Review Date: May 6, 2021

Review Period: April 2021

Review Type:  SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
<b>SFA Operations</b>			
1	Information informing households of free meals did not contain the required 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.</i>
2	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 <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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**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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| 3 | Breakfast quantities served during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 1/2 cup of fruit was served on two days during the review period and this did not meet the minimum daily requirement of 1 cup. This was determined to not be a repeat finding from cycle two and did not contribute toward fiscal action calculation. | Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue, such as ensuring a 1/2 cup of fruit (whole fruit, canned or frozen) and 1/2 cup of juice is served daily. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> 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). | <i>Please provide a written description of the changes that have been made to ensure that the daily breakfast fruit quantities meet the minimum amounts required by the meal pattern.</i>  |
| 4 | Breakfast quantities served during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 3 cups of fruit were served during the review period and this did not meet the minimum weekly requirement of 4 cups. This was determined to not be a repeat finding from cycle two and did not contribute toward fiscal action calculation.           | Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue, such as ensuring a 1/2 cup of fruit (whole fruit, canned or frozen) and 1/2 cup of juice is served daily. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> 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). | <i>Please provide a written description of the changes that have been made to ensure that the weekly breakfast fruit quantities meet the minimum amounts required by the meal pattern.</i> |

- 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 French Toast served at breakfast during the review period was not whole-grain rich.
- 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 meal pattern waiver to ADE for the whole-grain rich requirement not met during the review period at 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.*
- 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, 2% white milk and 1% chocolate milk was served at breakfast during the review period and these are non-allowable milk types.
- 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 meal pattern waiver to ADE for the milk fat content not met during the review period at 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.*

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| <p>7 Lunch quantities served during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 1/4 cup of vegetables from the beans/peas vegetable subgroup was served during the week of review and this did not meet the 1/2 cup weekly minimum requirement. This was determined to not be a repeat finding from cycle two and did not contribute toward fiscal action calculation.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue, such as adjusting the tostada recipe to include 1/2 cup refried beans. Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> 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).</p>  | <p><i>Please provide a written description of the changes that have been made to ensure that the weekly beans/peas vegetable subgroup requirement will meet the minimum amounts required by the meal pattern.</i></p>   |
| <p>8 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, 2% white milk and 1% chocolate milk was served at lunch during the review period and these are non-allowable milk types.</p>  | <p>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 <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training tab. 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>.</p> | <p><i>Please submit a meal pattern waiver to ADE for the milk fat content not met during the review period at lunch. 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></p> |

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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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- 9 An updated 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. *Please provide a copy of a written food safety plan.*

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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?

<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 28, 2021 to Kerrie Zigler at [Kerrie.Zigler@azed.gov](mailto:Kerrie.Zigler@azed.gov).



5/28/2021

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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.