



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Santa Cruz Valley Unified District

CTD: 12-02-35

Sites: Santa Cruz Valley Unified - Grab N Go West Route

Contacts: David Verdugo, Superintendent and Isela Brown, Business Manager

Review Date: May 12, 2021

Review Period: April 2021

Review Type: SSO

| No. | Review Findings | Technical Assistance Provided | Required Corrective Action |
|-------------------------|---|--|--|
| SFA Operations | | | |
| 1 | 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> |
| Site Agreement | | | |
| | No Finding. | | |
| Site Eligibility | | | |
| | No Finding. | | |

Menu Planning

- | | | | |
|---|---|---|--|
| 2 | <p>The following vegetable subgroup was not offered during the review period: STARCHY vegetables. This was determined to not be a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>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).</p> | <p><i>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.</i></p> |
| 3 | <p>Documentation did not support that all required meal components were offered and served during the review period. Specifically, during lunch the Grain component was not reflected on 4/14/2021 production records. This was determine to not be a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p> | <p>Discussed requirements for recordkeeping. Discussed specific missing items and suggested changes.</p> | <p><i>SFA was able to provide an invoice indicating that WG Dinner rolls were served on 4/14/2021, confirming a Grain component was offered. Please provide a written description of the changes that will be made in the recordkeeping process to ensure that documentation supports that the meal pattern requirements were met.</i></p> |
| 4 | <p>Production records for breakfast and lunch were not completed correctly when multiple sites were served from the central kitchen. Specifically, one production record is utilized for central kitchen and is not site specific.</p> | <p>Discussed if multiple sites are served at the same time, a SFA should use separate production records that are site specific during breakfast and lunch.</p> | <p><i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all production records will be site specific.</i></p> |

Counting & Claiming

- | | | | |
|---|---|--|---|
| 5 | <p>Meal count totals for the month of review were not correctly combined and recorded. Specifically, during lunch on 4/19/2021 and 4/20/2021 the counts on the tick sheet were 95 but recorded as 100 total meals served. This was deemed a non-systemic error and contributed toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.</p> | <p><i>Please provide a written description of changes to the system that have been implemented to ensure that meal service lines provide an accurate count by eligibility category. Additionally, please provide daily meal count records for the month of June of the West Route site and a copy of the June claim submitted for the site to ensure meal count totals are correctly combined and recorded.</i></p> |
| 6 | <p>Meal counts for each meal service during the month of review were not correctly recorded. Specifically, second meals are not documented by tick marks under the appropriate section.</p> | <p>Discussed that second meal counts should be separated in the second meal count section of the meal counting sheet.</p> | <p><i>Please provide a written description of changes to the system that will be implemented to ensure that meal counts for second meals served are recorded separately.</i></p> |

Media Release

No Finding.

SFA Monitoring Responsibilities

No Finding.

Civil Rights

No Finding.

Food Safety

No Finding.

Water

No Finding.

Comments/Recommendations:

Congratulations! Santa Cruz Valley Unified District has completed the SSO portion of the Administrative Review for the 2020–2021 school year. Thank you for your organization and sense of urgency during the review process. It is evident that you are working hard to ensure your students are fed healthy and delicious meals.

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

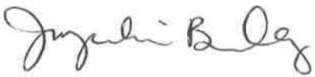
COVID-19: Guidance to Child Nutrition Operators can be found on ADE's website at <https://www.azed.gov/hns/covid19>

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 | \$36.00 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 8, 2021 to Joyce Benally at Joyce.Benally@azed.gov.



6/10/2021

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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