



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Santa Cruz Valley Union High School District

CTD: 11-05-40

Sites: Home Delivery Route 1 - Santa Cruz Valley Union High School District

Contacts: Orlanda Roberts, Superintendent;

Review Date: April 29, 2021

Review Period: March 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
	No findings.		
Site Agreement			
	No findings.		
Site Eligibility			
	No findings.		
Menu Planning			
1	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the minimum daily 1 cup vegetable serving at lunch was not met each day of the review week. This was not 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 portion size to meet serve only service model). 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).	<i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantities 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.</i>

- 2 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the minimum weekly 4 cup vegetable serving at lunch was not met. This was not 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 portion size to meet serve only service model). 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 vegetable quantities 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.*
- 3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the minimum daily 1 cup fruit serving at lunch was not met each day of the review week. This was not 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 portion size to meet serve only service model). 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 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.*

- 4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the minimum weekly 4 cup fruit serving at lunch was not met. This was not 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 portion size to meet serve only service model). 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 meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu.*
- 5 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the daily 2 oz. eq. whole grain-rich grains at lunch was not met on Tuesday. Whole wheat tortillas contributed 1.75 oz. eq. towards the meal pattern. This was not 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 portion size to meet serve only service model). 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 whole grain rich grain quantities 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.*

<p>6 The following vegetable subgroups were not offered during the review period: Dark Green, Beans/Peas (legumes), and starchy. This was not 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>
<p>7 Recipes for cheeseburger and chicken fajitas listed inaccurate instructions, yield, and ingredients</p>	<p>Discussed updating recipes to reflect current products being used.</p>	<p><i>Please provide updated recipes for cheeseburger and chicken fajitas.</i></p>
<p>8 Production record crediting and recipe crediting are inconsistent. Specifically, egg patty credits as 1 oz. eq. meat/meat alternate versus 1.25 oz. eq.</p>	<p>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/.</p>	<p><i>Please provide updated recipes and production records with consistent crediting of egg patty.</i></p>
<p>9 Production records for lunch and breakfast provided are not completed accurately. Specifically, the grade group is not indicated and recipe numbers are missing,</p>	<p>Discussed required sections of production records and requirement for accuracy. 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.</p>	<p><i>Please provide copies of completed lunch and breakfast production records for 5 consecutive days, as well as written assurance that all records will be completed accurately and maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be submitted.</i></p>

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! Santa Cruz Valley Union High School District has completed the SSO Administrative Review for the 2020-2021 school year. Thank you for your cooperation and organization 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 | |
| <input type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | |
| <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 11, 2021 to Sandy.Fitzner@azed.gov.



25-May-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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