



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Shonto Governing Board of Education, Inc.

CTD: 09-39-17

Site: Shonto Governing Board of Education - Kaibeto #700 Blue Bird Route

Contacts: Melanie Dewakuku, Superintendent & Esther Bedoni, Business Manager

Review Date: 4/29/21, Exit Call: 5/6/21

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	A waiver was not submitted to ADE for meals with meal pattern deficiencies when the meal pattern was not followed. Specifically, during the week of review at breakfast fruit quantities were not met and juice was served over 50% of the time and vegetable subgroup requirements were not met at lunch.	Discussed that ADE is permitted to provide meal reimbursements when the meal pattern is unable to be met due to alternative meal service models. SFA is required to provide a meal pattern waiver request form to ADE. Referred to SFSP/SSO Meal Pattern Waiver on ADE's website at https://www.azed.gov/hns/covid19 .	<i>Please submit meal pattern waivers to ADE for fruit quantity at breakfast, juice over 50% at breakfast, and vegetable subgroup at lunch during the week of review. Additionally, please provide written assurance that if the meal pattern cannot be met a waiver will be submitted to ADE.</i>

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| 2 | Meal pattern contribution on the production records is not accurate for some of the items served during for the review period. | Some of the crediting information on the production records during breakfast and lunch were missing. Discussed which items were incorrect and/or in the wrong food group. Also discussed using production records without meal pattern contribution. Referred to resources on under the Menu Planning tab:
https://www.azed.gov/hns/nslp/forms . The Production Record Overview Webinar can be found in the Operations section under the Online Training Library tab:
https://www.azed.gov/hns/nslp/training . | <i>Please provide a written description of changes that will be made to ensure that the meal pattern contribution will be listed accurately on production records. Additionally, the certificate of completion of Production Record Overview webinar must be provided.</i> |
| 3 | Production records did not accurately reflect the milk being offered for different meal service sites during breakfast and lunch; the milk was combined for the school and bus routes. | Discussed that the milk should be listed under each meal service site on the production records to show the amount and type for the bus separately from the school. | <i>Please provide copies of completed lunch and breakfast production records for 5 consecutive days showing the milk listed accurately.</i> |

Counting & Claiming

No findings.

Media Release

No findings.

SFA Monitoring Responsibilities

No findings.

Civil Rights

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| 4 | Advertising materials did not contain the required nondiscrimination statement. | Discussed that all program materials must contain the nondiscrimination statement, including email communication, and where to find it on ADE's website at http://www.azed.gov/hns/civilrights/ . | <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> |
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Food Safety

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| 5 | The food safety plan was not site specific. | Discussed that if using the ADE food safety template it needs to be filled out and customized for the school. Also discussed only using SOPs applicable so SFA's operations. | <i>Please provide a written description of the changes that will be made to ensure the food safety plan is utilized accurately. Additionally, please provide written assurance that the food safety plan will be site specific.</i> |
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Water

No findings.

Comments/Recommendations:

Congratulations on completing the SSO Review! Thank you for your hard work and flexibility during this review process. You are doing a wonderful job implementing the School Nutrition Programs.

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 | To be determined. |
| <input type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | To be determined. |
| <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 1, 2021** to Lindsey Cler at Lindsey.Cler@azed.gov.



6/1/21

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.