



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Sierra Vista Unified District

CTD: 02-02-68

Sites: Rothery Educational Service Center

Contacts: Eric Holmes, Superintendent and Benito Zamudio, District Food Service Manager

Review Date: May 20, 2021

Review Period: April, 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 | <p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during breakfast 3 1/2 cup Fruit was offered for the week and not the 5 cup minimum fruit requirement according to completed Production Records submitted. This was not determined to be a repeat finding from cycle two and did not contribute 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 (e.g., changes in ensuring to document all Fruit servings served on Production Records). 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).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly Fruit quantities 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.</i></p> |
| 2 | <p>Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during breakfast on 4/7/21, 4/8/21 and 4/9/21 only 1/2 cup of Fruit was offered daily and not the 1 cup minimum fruit requirement according to completed Production Records submitted. This was not determined to be a repeat finding from cycle two and did not contribute 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 (e.g., changes in ensuring to document all Fruit servings served on Production Records). 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).</p> | <p><i>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.</i></p> |

- | | | |
|---|---|--|
| <p>3 During the week of review, juice was served more than 50% of the time during breakfast. Specifically, during breakfast on 4/7/21, 4/8/21, and 4/9/21 only 4 oz. Fruit juice was offered according to completed Production Records submitted.</p> | <p>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).</p> | <p><i>Please provide one week of breakfast production records which demonstrates 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.</i></p> |
| <p>4 Documentation did not support that all required meal components were offered and served during the review period. Specifically, during lunch, Production Records on 4/7/21 and 4/8/21 indicate Fruit or Vegetable component was not planned or served.</p> | <p>Discussed requirements for recordkeeping and meal pattern requirements for the grade groups served. Discussed specific missing items and suggested changes. Please note that repeated violations involving missing components may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>SFA was able to provide documentation of invoices that demonstrated the missing Fruit or Vegetable meal components were offered. This was not determined to be a repeat finding from cycle two and did not contribute toward fiscal action calculations or the termination of performance-based reimbursement (extra 7 cents). 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> |
| <p>5 Production records for lunch and breakfast provided for the review period and day of review did not contain all required sections: Portion Size per serving, Planned Servings, Prepped Servings, Leftover Servings and Used Servings.</p> | <p>Discussed required sections of production records. ADE's Updated Fillable Production Record Template with Instructions can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. Production Record Template can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. 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 maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i></p> |

6	The following vegetable subgroup was not offered during the review period: OTHER. This was not determined to be a repeat finding from cycle two and did not contribute toward fiscal action calculations.	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).	<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>
7	Meal contribution crediting is not accurate for all recipes. Specifically, Chicken Tacos (recipe #000087) credits as 0.75 oz eq Grain, not 2.0 oz eq Grain based on Exhibit A crediting for 2 taco shells.	Discussed updating recipes to reflect current products being used.	<i>Please provide an updated recipe for Chicken Tacos and crediting documentation that supports the correct ounce equivalence for Grain.</i>
8	Meal contribution crediting is not accurate for all recipes. Specifically, Spaghetti w/ Meat Sauce (recipe #000182) credits as 1.75 oz eq M/MA, not 2.0 oz eq M/MA based on CN label received for Beef Patty Crumbles.	Discussed updating recipes to reflect current products being used.	<i>Please provide an updated recipe for Spaghetti w/ Meat Sauce and crediting documentation that supports the correct ounce equivalence for M/MA.</i>
9	Meal contribution crediting is not accurate for all recipes. Specifically, Cheeseburger (recipe #000209) credits as 3.25 oz eq M/MA, not 2.0 oz eq M/MA based on CN label received for Charbroiled Beef Steak burger and American Cheese Slices.	Discussed updating recipes to reflect current products being used.	<i>Please provide an updated recipe for Cheeseburger and crediting documentation that supports the correct ounce equivalence for M/MA.</i>
10	Meal contribution crediting is not accurate for all recipes. Specifically, Cheeseburger (recipe #000209) credits as 2.0 oz eq Grain, not 1.75 oz eq Grain based on Exhibit A crediting for WW Hamburger Buns.	Discussed updating recipes to reflect current products being used.	<i>Please provide an updated recipe for Cheeseburger and crediting documentation that supports the correct ounce equivalence for Grain.</i>

Counting & Claiming

11	Meal count totals for the month of review were not correctly combined and recorded. Specifically, the counts on the tick sheet totaled 1,249 for breakfast and lunch but claim for April was 1,244 for breakfast and lunch resulting in an underclaim. This was deemed a non-systemic error 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.	<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. Additionally, please provide daily meal count records for the month of June of the Rothery Educational Service Center site and a copy of the June claim submitted for the site to ensure meal count totals are correctly combined and recorded.</i>
----	---	---	--

Media Release

No Findings.

SFA Monitoring Responsibilities

No Findings.

Civil Rights

- | | | |
|---|--|--|
| 12 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> |
| 13 Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, procedures state that complaints will be handled internally by school district. | Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at https://www.azed.gov/hns/civilrights/ . 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 updated process and procedures for processing complaints alleging discrimination which meets requirements. Additionally, the certificate of completion of Step by Step Instruction: How to File a Civil Rights Complaint must be submitted.</i> |

Food Safety

- | | | | |
|----|--|--|---|
| 14 | Documentation was not maintained to support that the school received two food safety inspections from the local health department each school year, or that the school requested two food safety inspections each year from the local health department. Specifically, a letter was provided stating the food safety inspector observed curbside meal service at the district office in April 2021, no further inspections provided that were site specific. | Discussed that each site operating must obtain two food safety inspections from the local health department per school year or maintain documentation to show that two food safety inspections were requested from the local health department each school year. | <i>Please provide written assurance that documentation to show that two food safety inspections were received and/or requested from the local health department each school year will be maintained. Additionally, please provide a copy of any further requests for a food safety inspection from the local health department for your site.</i> |
| 15 | The most recent food safety inspection report was not posted in a publicly visible location. Specifically, no food safety inspections were provided for Rothery Educational Service Center to post in a publicly visible location. | Discussed making copies of most recent report and feasible places for posting. | <i>Please provide written assurance that the most recent food safety inspection report will be posted in a location where the program participants can view it.</i> |

Water

No Findings.

Comments/Recommendations:

Congratulations! Sierra Vista 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>

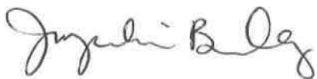
COVID-19: Guidance to Child Nutrition Operators can be found on ADE's website at <https://www.azed.gov/hns/covid19>

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	(+ \$11.30)
<input checked="" type="checkbox"/> No - SSO NSLP	<input type="checkbox"/> Yes- SSO NSLP	(+ \$17.90)

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 30, 2021 to Karil.Hurst@azed.gov.



6/17/2021

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
www.azed.gov – (602) 542-8700 – 1535 West Jefferson Street • Phoenix, Arizona 85007 Bin # 7
This institution is an equal opportunity provider