



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Young Elementary District

CTD: 04-03-05

Sites: Young Elementary School

Contacts: TeJay Montgomery, Administrator / Starla Zimmerschied, Cafeteria Director

Review Date: May 17, 2021

Review Period: April 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	The times of breakfast operation did not match the times approved in CNPWeb.	Discussed that all dates and/or times of operation must be approved in CNPWeb.	<i>Please provide written assurance that meal service will only occur for approved dates and/or times.</i>
2	There is not a plan in place to ensure all SSO sites are reviewed at least once during each site's operation.	Discussed requirement to review all SSO sites at least once during operation each year, referred to template site review form at https://www.azed.gov/hns/sfsp/sfspforms/ under the Operating section.	<i>Please provide a written description of how you will ensure that each SSO site will be reviewed at least once during operation each year and written assurance that this will occur.</i>
Site Agreement			
No Findings			
Site Eligibility			
No Findings			
Menu Planning			

Production records for breakfast and lunch were not filled out correctly. Specifically, prepped servings did not always show how many servings were actually prepared, portions served did not always indicate how many portions were served, the leftover servings column was not consistently completed.

Discussed required sections of production records. Parts of a Production Record Guidance 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.

Please provide copies of completed breakfast and lunch 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.

3

Counting & Claiming

No Findings

Media Release

No Findings.

SFA Monitoring Responsibilities

No Findings.

Civil Rights

Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, current procedures do not forward potential complaints to outside agencies.

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.

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.

4

The USDA nondiscrimination statement was not printed on appropriate program materials.

Discussed where to find nondiscrimination statement on ADE's website at <https://www.azed.gov/hns/civilrights> and whether long or short statement would be most appropriate.

Please provide an updated program material with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.

5

Food Safety

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.

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.

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.

6

Water

No Findings

Comments/Recommendations:

Congratulations! Young Elementary District School has completed the SSO Administrative Review for the 2020-2021 school year. Thank you for your cooperation and organization 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>

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 | \$0.00 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 23, 2021 to Walter Jacobson at email Walter.Jacobson@azed.gov .



6/24/2021

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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