



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Tombstone Unified District

CTD: 02-02-01

Sites: Walter J Meyer School

Contacts: Robert Devere, Superintendent / Jeremy Summers, Food Service Direct

Review Date: April 12, 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			

Production records for breakfast were not filled out correctly on the day of review. Specifically, the milk variety served wasn't being properly reflected.

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 written assurance that breakfast and lunch production totals will accurately reflect the items and meals served. Additionally, the certificate of completion of Production Record Overview must be provided.

1

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Breakfast: On 3/4 during the week of review, only 1/2 cup fruit was served instead of the required 1 cup. This was not determined to be a repeat finding from cycle two and did not contribute toward fiscal action calculations or in termination of performance-based reimbursement (extra 7 cents).

Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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).

Please provide a written description of the changes that have been made to ensure that fruit quantities for breakfast 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.

2

<p>Quantities observed on the day of review and during the review period did not meet minimum amounts required by the meal pattern. Lunch: On the day of review and during the week of review, only 1/2 cup vegetable was served instead of the required 3/4 cup. This was not determined to be a repeat finding from cycle two and did not contribute toward fiscal action calculations or in termination of performance-based reimbursement (extra 7 cents).</p>	<p>Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that vegetable quantities for lunch 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></p>
3		
<p>The following vegetable subgroups were not offered during the review period: Dark Green, Red/Orange, and Beans/Peas (legumes). This was not determined to be a repeat finding and did not count 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>
4		

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! Tombstone Unified District 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 30, 2021 to Walter Jacobson at email Walter.Jacobson@azed.gov .



6/30/2021

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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