



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: East Mesa Charter Elementary School, Inc.

CTD: 07-85-09

Sites: Imagine East Mesa Elementary

Contacts: Brad Uchacz, Executive Vice President / Eileen Grove, Regional NSLP Sponsor Representative

Review Date: April 19, 2021

Review Period: March 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	Advertising materials did not contain the required nondiscrimination statement. Specifically, the at-home cooking instructions 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>
Site Agreement			
2	Site application in CNPWeb indicated that meal service time occurred from 11:00am to 12:30pm when meal service time was changed to 11:00am to 12:00pm.	Discussed steps required to update sponsor application in CNPWeb to reflect current practice of utilizing a custom notification letter.	<i>Please resubmit a site/sponsor application indicating accurate meal service times. Additionally, please provide written assurance that the sponsor application in ADE's CNPWeb will accurately reflect current practices.</i>
Site Eligibility			
No findings.			

Menu Planning

- | | | |
|---|---|---|
| <p>3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the minimum daily fruit requirement at breakfast was not met on 3 days. The weekly minimum fruit requirement was also not met at breakfast during the review period. This was determined not 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. 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 fruit quantities at breakfast meet minimum amounts required by the meal pattern.</i></p> |
| <p>4 Meal contribution crediting is not accurate for all recipes. Specifically, recipe for canned peaches incorrectly credits 1 No. 10 can of peaches as 24 1/2-cup servings.</p> | <p>Discussed updating recipes to reflect current products being used.</p> | <p><i>Please provide an updated recipe for canned peaches.</i></p> |
| <p>5 Meal contribution crediting is not accurate for all recipes. Specifically, recipe for canned applesauce incorrectly credits 1 No. 10 can of applesauce as 24 1/2-cup servings.</p> | <p>Discussed updating recipes to reflect current products being used.</p> | <p><i>Please provide an updated recipe for canned applesauce.</i></p> |
| <p>6 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the minimum daily vegetable requirement at lunch was not met on 2 days during the week of review. The weekly minimum vegetable requirement was also not met at lunch for the week of review. 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. 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 meet minimum amounts required by the meal pattern at lunch.</i></p> |

7 Meal contribution crediting is not accurate for all recipes. Specifically, the recipe for cooked frozen peas incorrectly credits 3 pounds as 16 1/2-cup servings.	Discussed updating recipes to reflect current products being used.	<i>Please provide an updated recipe for cooked frozen peas.</i>
8 Meal contribution crediting is not accurate for all recipes. Specifically, the recipe for canned pinto beans incorrectly credits 1 No. 10 can of beans as 21.5 1/2-cup servings.	Discussed updating recipes to reflect current products being used.	<i>Please provide an updated recipe for cooked canned pinto beans.</i>
9 Although advertising literature was provided for Jalapeno Cheese Sauce and credited towards meal pattern, required documentation (CN label or PFS) was not provided to reviewer.	Discussed when processed products are used in Child Nutrition Programs to meet the meal pattern requirement, the product's contributions must be determined. CN Labels and/or Product Formulation Statements provide valuable crediting information; and only these will be accepted as proper crediting documentation. The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library tab.	<i>Please provide a CN label and/or Product Formulation Statement for the Jalapeno Cheese Sauce. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation.</i>

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 on completing the Seamless Summer Option (SSO) portion of the Administrative Review for SY2021-22. Thank you for your hard work during the review. Your commitment to serve quality meals to all students is evident!

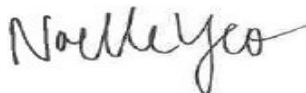
Training: Web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>

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 **June 4, 2021** to Noelle Yeo at Noelle.Yeo@azed.gov



5/7/2021

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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