



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Pathfinder Charter School Foundation

CTD: 07-87-92

Sites: Imagine Cortez Park Elementary

Contacts: Monte Lange, Executive Vice President; Eileen Grove, Regional NSLP Sponsor Representative

Review Date: 3/26/2021

Review Period: February, 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	The Multiple Days Meal Distribution Plan was not submitted to ADE prior to distributing meals for multiple days.	Discussed the non-congregate feeding, meal times and parent/guardian pickup waivers allow for SFAs to provide food items in bulk and to distribute meals for multiple days for pickup or delivery. To distribute meals for multiple days, USDA has instructed ADE to assess the SFA's capacity to execute such an approach effectively. Additionally, discussed ADE has created a Multiple Days Meal Distribution Plan Form for SFAs to provide details on how the distribution plan will be executed. SFAs only need to submit their distribution plan once for SY 20-21. The form must be submitted before the SFA distributes meals for multiple days. ADE will provide technical assistance and request clarification if a distribution plan does not demonstrate the SFAs capacity to provide meals for multiple days. Referred to USDA Waiver Summary found on ADE's website at https://www.azed.gov/hns/covid19	Please provide written assurance that in the future you will submit waiver requiring ADE approval prior to implementing operations.

Site Agreement

No findings.

Site Eligibility

No findings.

Menu Planning

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| 2 | Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, the daily minimum vegetable requirement was not met. This was determined not to be a repeat finding from cycle two 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. 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). | <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.</i> |
| 3 | Meal contribution crediting is not accurate for all recipes. Specifically, the recipe lists that a 1/2 cup portion of the prepared chickpeas would credit as 5/8 cup of bean/peas vegetable. | Discussed updating recipes to reflect current products being used. | <i>Please provide an updated recipe for italian roasted chickpeas.</i> |
| 4 | Meal contribution crediting is not accurate for all recipes. Specifically, the recipe for chilled canned peaches has crediting information for peaches with liquid while the recipe instructs to drain the can of peaches. | Discussed updating recipes to reflect current products being used. | <i>Please provide an updated recipe for canned chilled peaches.</i> |

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| <p>5 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the daily minimum fruit requirement was not met at breakfast on 2 days during the review period. Additionally, the weekly minimum requirement for fruit was not met at breakfast. 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 meet minimum amounts required by the meal pattern.</i></p> |
| <p>6 Meal contribution crediting is not accurate for all recipes. Specifically, the recipe for canned applesauce should credit 11.9 cups of applesauce, not 12 cups of applesauce.</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>7 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the daily minimum vegetable requirement was not met at lunch on 1 day, 2/12/2021. 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 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.</i></p> |
| <p>8 Meal contribution crediting is not accurate for all recipes. Specifically, the recipe for frozen chilled peas credits as 14 1/2-cup servings, not 16 1/2-cup servings.</p> | <p>Discussed updating recipes to reflect current products being used.</p> | <p><i>Please provide an updated recipe for frozen chilled peas.</i></p> |

Counting & Claiming

- 9 Meal count totals for the month of review were not correctly combined and recorded. Specifically, on lunch meal count sheets for the in-person meal services on February 5-7 and Feb 26-28, the tallied meals and total meals recorded were not consistent. This was deemed a non-systemic error and contributed 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.
- Please provide a written description of changes to the system that have been implemented to ensure that meal service lines provide an accurate count by eligibility category.*

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 SSO Administrative Review! Thank you for your hard work serving healthy, safe meals to your students and community. It was a pleasure working with you and your staff during the review process.

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

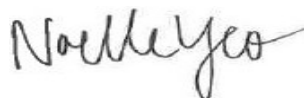
COVID-19: Guidance to Child Nutrition Operators can be found on ADE's website at <https://www.azed.gov/hns/covid19>

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 | \$97.20 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **May 14, 2021** to Noelle Yeo at Noelle.Yeo@azed.gov



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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