



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Torah Day School of Phoenix

CTD: 07-20-78

Site: Torah Day School of Phoenix

Contact: Gaby Friedman, Administrator & Jen Siegal, Administrator

Review Date: January 26, 2021, Exit Conference: January 28, 2021

Review Period: December, 2020

Review Type: ☒ SSO

| No. | Review Findings | Technical Assistance Provided | Required Corrective Action |
|--|--|---|---|
| SFA Operations | | | |
| 1 | Meal participation in afternoon snack in the SFSP site application in CNPWeb is incorrect. | Discussed that snack participation in the SFSP application in CNPWeb is incorrect and needs to be updated. This is already reflected in the NSLP application. | <i>Please submit a copy of the updated site application demonstrating the correct meal service participation. Additionally, please provide written assurance that the CNP Web application will accurately reflect meal service participation.</i> |
| Site Agreement | | | |
| No findings. | | | |
| Site Eligibility | | | |
| No findings. | | | |
| Menu Planning | | | |
| No findings. | | | |
| Counting & Claiming | | | |
| No findings. | | | |
| Media Release | | | |
| No findings. | | | |
| SFA Monitoring Responsibilities | | | |
| No findings. | | | |

Civil Rights

- | | | | |
|---|---|---|--|
| 2 | 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/ . | <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> |
|---|---|---|--|

Food Safety

- | | | | |
|---|--|---|---|
| 3 | The written food safety plan did not include adequate standard operating procedures (SOP) for serving meals in the classroom | Discussed adding SOPs for serving meals in the classroom to the food safety plan. Guidance on creating a Food Safety can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Food/Health Safety tab. | <i>Please provide a copy of the SOPs that will be added to the written food safety plan.</i> |
| 4 | Temperature logs are not being maintained and kept on file for 6 months. | Discussed requirements for maintaining temperature logs and sample templates. These must be maintained for all areas of school nutrition programs, including but not limited to food, dry storage, freezer, refrigerator, etc. Temperature logs must be maintained for 6 months. Discussed that food items may be documented on the production records. Monitoring forms can be found on ADE's website at https://www.azed.gov/hns/nsfp/forms under the Food/Health Safety tab. | <i>Please provide copies of the temperature logs that will be used for all applicable areas and written assurance that logs will be kept daily and maintained on-file for 6 months.</i> |

Water

No findings.

Comments/Recommendations:

Congratulations on completing the SSO Review! Thank you for your hard work and flexibility during this review process. You are doing a wonderful job implementing the School Nutrition Programs.

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 | To be determined |
| <input type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | To be determined |
| <input checked="" type="checkbox"/> No - SSO SBP | <input type="checkbox"/> Yes- SSO SBP | |
| <input checked="" type="checkbox"/> No - SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP | |

Please submit corrective action response by **March 5, 2021** to Lindsey Cler at Lindsey.Cler@azed.gov.



2/8/2021

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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