



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Whiteriver Unified District

CTD: 09-02-20

Sites: Whiteriver Elementary, Bus Route 2 - Jurassic Park - Over the Rainbow - Whiteriver USD

Contacts: Jennifer Plath, Superintendent / Sandie Sedillo, Business Manager / Tina Lupe, Food Service Director

Review Date: May 13, 2021

Review Period: April, 2021

Review Type: SSO

| No. | Review Findings | Technical Assistance Provided | Required Corrective Action |
|-------------------------|---|--|--|
| SFA Operations | | | |
| 1 | Outreach materials did not contain the required nondiscrimination statement. Specifically, the handout provided with meals delivered via bus route did not include the USDA non-discrimination 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 outreach materials will include the required nondiscrimination statement. Additionally, provide the updated material with the most current nondiscrimination statement.</i> |
| Site Agreement | | | |
| | No findings. | | |
| Site Eligibility | | | |
| | No findings. | | |

Menu Planning

- | | | | |
|---|--|---|---|
| 2 | Production records for breakfast and lunch at Whiteriver Elementary and Cradleboard Elementary provided did not contain all required sections. Specifically, quantity prepared was not recorded. Additionally, the same quantities were recorded for planned reimbursable servings, prepared reimbursable servings, and total servings prepared. On several occasions, the served servings of both milk types were recorded as the same number as the total number of meals. | Discussed required sections of production records. ADE's Updated Fillable Production Record Template with Instructions can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. Production Record for Multiple Grades can be found on ADE's website 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. | <i>Please provide copies of completed breakfast and lunch production records for Whiteriver Elementary and Bus Route 2 for 5 consecutive days. As well, please provide written assurance that all records will be maintained for 5 years.</i> |
| 3 | Although advertising literature was provided for the Egg & Cheese Sandwich on a WG English Muffin 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 Egg & Cheese Sandwich on a WG English Muffin. 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. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.</i> |
| 4 | Although advertising literature was provided for Flame Grilled Beef Pattie 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 Flame Grilled Beef Pattie. 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. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.</i> |

- | | | |
|--|---|--|
| <p>5 Although advertising literature was provided for WG Breaded Golden Crispy Popcorn Chicken and credited towards meal pattern, required documentation (CN label or PFS) was not provided to reviewer.</p> | <p>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.</p> | <p><i>Please provide a CN label and/or Product Formulation Statement for the WG Breaded Golden Crispy Popcorn Chicken. 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. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.</i></p> |
| <p>6 Production records for breakfast and lunch were not completed for each site. Specifically, the production records for Cradleboard Elementary included the meals for the bus route sites leaving from this location, including Bus Route 2.</p> | <p>Discussed requirements to maintain production records by site. 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.</p> | <p><i>Please provide copies of completed lunch and breakfast 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.</i></p> |
| <p>7 Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, documentation was not provided to support the crediting of the breakfast turkey sausage pizza served towards the minimum daily grain requirement at breakfast.</p> | <p>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 submit the recipe and/or crediting documentation for the breakfast turkey sausage pizza.</i></p> |
| <p>8 Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Documentation was not provided to support the crediting of the teriyaki chicken with noodles served towards the minimum meat/meat alternate daily requirement at lunch. Additionally, documentation was not provided to support the crediting of the citrus chickpea salad served towards the minimum vegetable daily requirement at lunch.</p> | <p>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 submit the recipe and/or crediting documentation for the teriyaki chicken with noodles and the citrus chickpea salad.</i></p> |

| | | | |
|---|---|---|---|
| 9 | On the day of review, documentation to support that all grains served were whole grain rich was not submitted. Specifically, documentation was not submitted to support that the breakfast pizza served was whole grain rich. | Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Online Training Library tab. | <i>Please supporting documentation (CN Label, PFS, ingredient lists, nutrition fact labels, etc.) that demonstrate grains served at breakfast on the day of review were whole grain-rich.</i> |
|---|---|---|---|

| | | |
|--|--|--|
| Observation - Assorted Whole Fruit was recorded on the production record as crediting 1/2 cup fruit. However, some whole fruit, specifically whole apples, should credit as 1 cup fruit. | Discussed recording specific fruit served with correct crediting on production records instead of using the Assorted Fruit recipe. Assorted Fruit recipe was used during COVID-19 due to variability in availability of fruits and to avoid over-crediting the fruit as 1 cup. | <i>Training has been provided to ensure that specific fruits are recorded and credited on the production records. No further CA is required.</i> |
|--|--|--|

Counting & Claiming

| | | | |
|----|---|---|---|
| 10 | Meal count documentation for the month of review was not submitted to support the claim for reimbursement. Specifically, breakfast and lunch meal count sheets for April 1-2 and April 5-9 were not submitted for Whiteriver Elementary School. This 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. | <i>Please provide a written description of the process and procedures that will be implemented to ensure that meal counts are documented at the point of service, daily, for each reimbursable meal served. Also include how those counts will be consolidated to support the monthly claim for reimbursable meals. Additionally, please provide written assurance that meal count documentation will be retained for at least 5 years.</i> |
|----|---|---|---|

Media Release

No findings.

SFA Monitoring Responsibilities

| | | | |
|----|--|--|--|
| 11 | Documentation that the SFA conducted an off-site review at least once during each site's operation was not provided. This monitoring requirement was not waived during the recent unanticipated school closure related to the COVID-19 pandemic. | Discussed the current requirement that monitoring shall be conducted by the sponsor at meal service sites to the maximum extent practicable, however the on-site portion of monitoring located at 7 CFR 225.15(d) has been waived through June 30, 2021. | <i>Please provide documentation that a site review was conducted at least once during each site's operation. Additionally, please provide written assurance that site reviews will be conducted at least once during a site's operation.</i> |
|----|--|--|--|

Civil Rights

- | | | |
|---|---|---|
| 12 Procedures for receiving and processing complaints alleging discrimination within the school meal programs are not in place. | Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., ADE, Food & Nutrition Services Southwest Regional Office, FNS Office of Civil Rights, or USDA Office of Civil Rights). The SFAs procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFAs procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFAs procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFAs 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 under the Civil Rights tab. 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 How-To Guides tab. | <i>Please provide a written description of the process and procedures for processing complaints alleging discrimination within FNS School Meal Programs. Additionally, the certificate of completion of Step by Step Instruction: How to File a Civil Rights Complaint must be submitted.</i> |
|---|---|---|

Food Safety

- | | | |
|--|---|--|
| 13 The written food safety plan did not include adequate SOPs for meal service operations during the COVID-19 pandemic, such as serving non-congregate meals via bus routes and serving meals to be eaten at a later time. | Discussed sample SOPs and guidelines for Critical Control Points (CCPs) found in USDA's Guidance on creating a Food Safety can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Food/Health Safety tab and Lunch Assist COVID-19 Resources for Schools found on ADE's website at https://www.azed.gov/hns/covid19 under the Resources tab. | <i>Please provide a copy of the SOPs and CCPs found in the written food safety plan.</i> |
| 14 Instructions/handout provided to families receiving meals delivered via bus route did not include information that explains how to safely store meals until consumption. | Discussed instructions should be provided to families on how to keep food safe until consumption. Referred to School Meals Programs: Providing Multiple Meals at a Time During the Coronavirus (COVID-19) Pandemic and Lunch Assist COVID-19 Resources for Schools found on ADE's website at https://www.azed.gov/hns/covid19 under the Resources tab. | <i>Please provide the instructions/handout that will be provided to families on how to keep food safe until consumption.</i> |

- | | | | |
|----|---|--|---|
| 15 | Documentation was not provided to support that Whiteriver Elementary 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. | <i>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.</i> |
| 16 | Documentation that the most recent food safety inspection report was posted in a publicly visible location at Whiteriver Elementary was not provided. | Discussed making copies of most recent report and feasible places for posting. | <i>Please provide written assurance that the most recent food safety inspection report has been posted in a location where the program participants can view it. Additionally, please specify where the report has been posted.</i> |

Water

No findings.

Comments/Recommendations:

Congratulations on completing the SSO portion of the Administrative Review for School Year 2020-2021. Thank you for your hard work to provide healthy meals to children in your community!

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

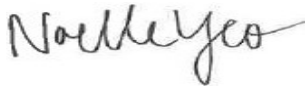
COVID-19: Guidance to Child Nutrition Operators can be found on ADE's website at <https://www.azed.gov/hns/covid19>

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 type="checkbox"/> No - SSO SBP | <input checked="" type="checkbox"/> Yes- SSO SBP | \$7,146.00 |
| <input type="checkbox"/> No - SSO NSLP | <input checked="" type="checkbox"/> Yes- SSO NSLP | \$4,176.48 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 23, 2021 to Kerrie Zigler, MPH, RD at Kerrie.Zigler@azed.gov



6/11/2021

Reviewer Signature

Date



6/11/2021

Program Director 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.