



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Ajo Unified District

CTD: 10-02-15

Site: Ajo Elementary School

Contacts: Robert Dooley, Superintendent; Angelina Valenzuela, Secretary

Review Date: May 24, 2021; Exit Conference: June 3, 2021

Review Period: April 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			
1	A waiver was not submitted to ADE for meals with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, the minimum 3/4 cup of vegetables was not served at lunch on one day during the review period, April 8, 2021.	Discussed that ADE is permitted to provide meal reimbursements when the meal pattern is unable to be met by the SFA providing the meals due to shortages and/or supply chain issues. SFAs must maintain daily records of meals with meal pattern deficiencies by component, per meal service. To support the claim for reimbursement of meals, the SFA is required to provide a meal pattern waiver request form to ADE. Step-by-Step Instruction: How to Submit a Meal Pattern Waiver and Step-by-Step Instruction Quick Guide: How to Submit a Meal Pattern Waiver can be found on ADE's website at https://www.azed.gov/hns/nsfp/training under the Online Training tab. Referred to USDA Waiver Summary found on ADE's website at https://www.azed.gov/hns/covid19 .	<i>Please submit a meal pattern waiver to ADE for the minimum 3/4 cup of vegetables was not served at lunch on one day during the review period, April 8, 2021. Additionally, please provide written assurance that if the meal pattern cannot be adhered to for all meal services at all times, a meal pattern waiver will be submitted to ADE.</i>

<p>2 A waiver was not submitted to ADE for meals with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, the milk variety requirement was not met at breakfast April 5-9, 2021 and May 24, 2021.</p>	<p>Discussed that ADE is permitted to provide meal reimbursements when the meal pattern is unable to be met by the SFA providing the meals due to shortages and/or supply chain issues. SFAs must maintain daily records of meals with meal pattern deficiencies by component, per meal service. To support the claim for reimbursement of meals, the SFA is required to provide a meal pattern waiver request form to ADE. Step-by-Step Instruction: How to Submit a Meal Pattern Waiver and Step-by-Step Instruction Quick Guide: How to Submit a Meal Pattern Waiver can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training tab. Referred to USDA Waiver Summary found on ADE's website at https://www.azed.gov/hns/covid19.</p>	<p><i>Please submit a meal pattern waiver to ADE for the milk variety requirement at breakfast April 5-9, 2021 and May 24, 2021. Additionally, please provide written assurance that if the meal pattern cannot be adhered to for all meal services at all times, a meal pattern waiver will be submitted to ADE.</i></p>
<p>3 Production records provided for breakfast did not contain all required sections. Specifically the Total Reimbursable Meals, 2nd Meals, Adult Meals, and Total Meals sections are blank on the breakfast production records from April 5, 2021 - April 9, 2021.</p>	<p>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.</p>	<p><i>Please provide copies of completed breakfast production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years</i></p>
<p>4 Production records for lunch provided did not contain all required sections. Specifically the Planned/Prepped/Leftover/Used Servings were blank on the April 5, 2021 production record and the Total Reimbursable Meals, 2nd Meals, Adult Meals, and Total Meals sections are blank on the lunch production records from April 5, 2021 - April 9, 2021 and May 24, 2021.</p>	<p>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.</p>	<p><i>Please provide copies of completed lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years</i></p>
<p>5 Production records for lunch were not completed accurately. Specifically, the used servings for each milk type is not accurate.</p>	<p>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 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 production records for 5 consecutive days. Additionally, the certificate of completion of Production Record Overview must be provided.</i></p>

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 the completion of your SY2020/2021 Seamless Summer Option Administrative Review. Thank you for your efforts to provide a nutritious and safe meal program for your participants. Please feel free to contact your reviewer with any questions.

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 |
| <input type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP |
| <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 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 30, 2021 to Bekah McLeod at bekah.mcleod@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.