



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Ash Creek Elementary District

CTD: 02-04-53

Sites: Ash Creek Elementary

Contacts: Sue Shepard, Principal; Lisa Shriver, Cook

Review Date: March 11, 2021; Exit Conference: March 24, 2021

Review Period: February 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	The Parent/Guardian Pickup Waiver Form was not submitted to ADE prior to the SFA implementing parent/guardian pickups.	Discussed ADE has created a Parent/Guardian Pickup Waiver Form for SFAs to provide details on how they will maintain accountability and Program integrity while distributing meals to parents or guardians without children present. SFAs only need to submit the form once for SY 20-21. The electronic form must be submitted before the SFA implements parent/guardian pickups. ADE will provide technical assistance and request clarification if an SFAs submission does not demonstrate that accountability and Program integrity will be maintained while implementing parent/guardian pickups. Referred to USDA Waiver Summary found on ADE's website at https://www.azed.gov/hns/covid19 .	Please submit the Parent/Guardian Pickup Waiver Form to ADE if parent/guardian pickups are still occurring. Additionally, provide written assurance that you will provide clarification if your submission does not demonstrate that accountability and Program integrity will be maintained while implementing parent/guardian pickups

Site Agreement

No findings.

Site Eligibility

No findings.

Menu Planning

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically the 3/4 cup daily vegetable requirement was not met at lunch on two days during the review period. This also resulted in the weekly minimum quantity not being met. This was not a repeat finding from cycle two therefore did not contribute toward fiscal action calculations.

2

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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).

Please provide a written description of the changes that have been made to ensure that daily vegetable quantities meet minimum amounts required by the lunch meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.

Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically the 3/4 daily vegetable requirement was not met at lunch. This was not a repeat finding from cycle two therefore did not contribute toward fiscal action calculations.

3

Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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

Please provide a written description of the changes that have been made to ensure that daily vegetable quantities meet minimum amounts required by the lunch meal pattern.

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 May 23, 2021 to bekah.mcleod@azed.gov.



Reviewer Signature

4/23/2021

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.