



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Bell Canyon Charter School, Inc

CTD: 07-89-72

Site: Imagine Bell Canyon

Contact: Bradford Uchacz, Executive Vice President | Eileen Grove, NSLP Coordinator

Review Date: 2/17/2021

Review Period: January, 2021

Review Type: SSO

Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations		
<p>1 Advertising materials did not contain the required nondiscrimination statement.</p> <p>The posters titled "Curbside Grab 'n Go FREE Meals Return" and "Curbside Grab 'n Go FREE Meals" used an incorrect nondiscrimination statement with the text "These Institutions are Equal Opportunity Providers".</p>	<p>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.</p>	<p><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></p>
<p>2 The Multiple Days Meal Distribution Plan submitted to ADE does not reflect current practices.</p> <p>Specifically, a new plan was not submitted when the curbside meal service changed to a once weekly 7-day meal pack distribution.</p>	<p>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. ADE will provide technical assistance and request clarification if a distribution plan does not demonstrate the SFA's capacity to provide meals for multiple days. Referred to USDA Waiver Summary found on ADE's website at https://www.azed.gov/hns/covid19/</p>	<p>Please submit an updated Multiple Days Meal Distribution Plan to ADE. Additionally, provide written assurance that a new Multiple Day Meal Distribution Plan will be submitted when significant changes are made to the meal service operations.</p>

3 Meal service operations did not match the practices described in the approved CNPWeb sponsor application.

Specifically, a new CNPWeb sponsor application was not submitted when the meal service operations were changed.

Discussed that the approved CNPWeb application must accurately reflect operations.

Please submit a copy of the approved sponsor application demonstrating the current meal service operations. Additionally, please provide written assurance that a new application will be submitted when changes to meal service operations occur.

Site Agreement

No findings.

Site Eligibility

No findings.

Menu Planning

4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. The minimum daily fruit requirement of 1 cup at breakfast was not met on one day during the review period, which caused the minimum weekly fruit requirement to not be 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 Breakfast Program can be found on ADE's website at <http://www.azed.gov/hns/nslp> under the Meal Pattern 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/traing> under the How-To Guides 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 fruit quantities meet minimum amounts required by the meal pattern.

5 Meal contribution crediting is not accurate for all recipes. Specifically, the recipe for canned applesauce credits as 11.9 cups of applesauce (0.25 cups per serving), not 12 cups of applesauce (0.5 cups per serving).

Discussed updating recipes to reflect current products being used.

Please provide an updated recipe for canned applesauce.

6 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. The minimum daily fruit requirement for lunch of 1/2 cup was not met on 3 days during the review period. Additionally, the weekly minimum requirement for fruit for lunch 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 Meal Pattern 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 and weekly fruit quantities meet minimum amounts required by the meal pattern.

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| 7 | <p>Production record crediting and recipe crediting are inconsistent.</p> <p>Specifically, the recipe for roasted Italian chickpeas credits for 5/8 cup beans/peas vegetables while the production record for 1/15/2021 incorrectly lists that the chickpeas credit for 7/8 cup beans/peas vegetables.</p> | <p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Resources can be found at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab.</p> | <p><i>Please provide updated recipes and production records with consistent crediting.</i></p> |
| 8 | <p>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.</p> <p>Specifically, during the week of review, all grains served at lunch were not whole grain rich. White rice was served on one day during the review period.</p> | <p>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 Menu Planning tab.</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 How- To Guides tab. Referred to USDA Waiver Summary found on ADE's website</p> | <p><i>Please submit a meal pattern waiver to ADE for the lunch meal service on 1/13/2021. 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> |

Counting & Claiming

No findings.

Media Release

No findings.

SFA Monitoring Responsibilities

No findings.

Civil Rights

- 9 The "And Justice for All" poster was not displayed in a prominent location and was not visible to all program participants. Specifically, the poster was not displayed in the curbside pick-up area.
- Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at <https://www.azed.gov/hns/nslp/forms> under the Civil Rights tab. Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification.
- Please provide pictures to demonstrate the posters are now displayed in a prominent location and visible to all program participants. Additionally, please provide written assurance that the "And Justice For All" poster has been displayed in a prominent location and visible to all program participants.*

Food Safety

No findings.

Water

No findings.

Comments/Recommendations:

Congratulations on successfully completing the Seamless Summer Option Administrative Review for school year 2020-2021! Thank you for your prompt responses and attention to detail during the review process. Your hard work to provide nutritious meals to your students and community is greatly appreciated!

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 | \$0.00 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by **March 26, 2021** to Noelle Yeo, MPH, RD at Noelle.Yeo@azed.gov



2/26/2021

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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