



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Boys & Girls Culbs of the East Valley dba Mesa Arts Academy
 CTD: 07-86-13
 Sites: Mesa Arts Academy
 Contacts: Miranda Koperno, Administrator / Joyce Oyer, Assistant Principal
 Review Date: March 16, 2021
 Review Period: February 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	Meal contribution crediting is not accurate for the Ham and Egg Burrito recipe. Specifically, the entrée credits as 2.5 m/ma oz/eq., not 3 m/ma oz/eq.	Discussed updating recipes to reflect current products being used.	<i>Please provide an updated recipe for the Ham and Egg Burrito.</i>
2	Production records for breakfast and lunch were not filled out correctly on the day of review. Specifically, the Total Reimbursable Meals did not accurately reflect the Used Servings. Meal count sheets and daily edit checks did reflect the accurate number was used for claiming purposes therefore no fiscal action was assessed.	Discussed required sections of production records. Parts of a Production Record Guidance can be found on ADE's website at 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 written assurance that breakfast and lunch production totals will accurately reflect the items and meals served. Additionally, the certificate of completion of Production Record Overview must be provided.</i>

Counting & Claiming

No Findings

Media Release

No Findings.

SFA Monitoring Responsibilities

No Findings.

Civil Rights

No Findings.

Food Safety

The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d) at off-site storage facilities: Bananas. Specifically, the caterer has requested Buy American exceptions, however they are not LEA specific nor from the current school year.

Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at <https://www.azed.gov/hns/nslp/for ms> under the Operational tab. Buy American Recorded Webinar and FAQ can be found on ADE's website at <https://www.azed.gov/hns/nslp/trai ning> under the Recorded Webinars (Program Year 2020 and Earlier) tab.

Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.

3

Water

No Findings.

Comments/Recommendations:

Congratulations! Boys & Girls Clubs of the East Valley dba Mesa Arts Academy has completed the SSO Administrative Review for the 2020-2021 school year. Thank you for your cooperation and organization during the review process. ☑

☑

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

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 July 28, 2021 to Walter Jacobson at email Walter.Jacobson@azed.gov .



6/29/2021

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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