



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Colorado River Union High School District
 CTD: 08-05-02
 Sites: Mohave High School
 Contacts: Dorn Wilcox, Interim Superintendent; Roni Hart, Business Manager
 Review Date: May 13, 2021
 Review Period: April 2021
 Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	The Multiple Days Meal Distribution Plan (MDMDP) submitted to ADE does not reflect current practices. Specifically, the MDMDP does not reflect the site is operating SSO nor the Thursday distribution of Friday, Saturday, and Sunday meals.	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 .	<i>Please submit an updated Multiple Days Meal Distribution Plan to ADE.</i>
2	Dates of operation did not match the dates approved in CNPWeb.	Discussed that all dates of operation must be approved in CNPWeb.	<i>Please submit a copy of the approved site application demonstrating the correct operating dates and/or times. Additionally, please provide written assurance that Weekly Days of Operation will reflect only days in which meal service occurs.</i>
Site Agreement			
No findings.			
Site Eligibility			
No findings.			

Menu Planning

- 3 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 type variety requirement for take home breakfast meals distributed on Thursday for Friday, Saturday, and Sunday consumption was not met due to the access to safe and nutritious food impacted by a learning plan/food service model.
- 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>.
- Please submit a meal pattern waiver to ADE for milk type variety for take home breakfast meals distributed on Thursday for Friday, Saturday, and Sunday consumption. 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.*
- 4 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 type variety requirement for take home lunch meals distributed on Thursday for Friday, Saturday, and Sunday consumption was not met due to the access to safe and nutritious food impacted by a learning plan/food service model.
- 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>.
- Please submit a meal pattern waiver to ADE for milk type variety for take home lunch meals distributed on Thursday for Friday, Saturday, and Sunday consumption. 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.*
- 5 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the breakfast daily minimum 1 cup fruit requirement was not met for 4/9, 4/10, and 4/11 . This was not a repeat finding and did not contribute to 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 (e.g., difference in daily requirements for Serve Only). 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).
- Please provide a written description of the changes that have been made to ensure that fruit quantities meet minimum amounts required by the breakfast meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Breakfast Menu must be submitted.*

<p>6 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the breakfast weekly minimum 7 cups fruit requirement was not met. This was not a repeat finding and did not contribute to fiscal action calculations.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., difference in daily requirements for Serve Only). 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 provide a written description of the changes that have been made to ensure that fruit quantities meet minimum amounts required by the breakfast meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p>
<p>7 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the breakfast weekly minimum 12.5 oz. eq. Grain requirement was not met. This was not a repeat finding and did not contribute to fiscal action calculations.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., providing more grain options). 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 provide a written description of the changes that have been made to ensure that grain quantities meet minimum amounts required by the breakfast meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p>
<p>8 Documentation did not support that all required meal components were offered and served during the review period. Meals provided for lunch on 4/9 did not include a fruit component. This contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.</p>	<p>Discussed requirements for recordkeeping and meal pattern requirements for the grade groups served. Discussed specific missing items and suggested changes.</p>	<p><i>Please provide a written description of the changes that will be made in the recordkeeping process to ensure that documentation supports that the meal pattern requirements were met. Please provide a written description of the changes that have been made to the menu to bring it into compliance with the meal pattern requirements.</i></p>
<p>9 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the lunch daily minimum 1 cup fruit requirement was not met for 4/10 and 4/11. This was not a repeat finding and did not contribute to fiscal action calculations.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., difference in daily requirements for Serve Only). 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).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that fruit 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.</i></p>

- 10 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the lunch daily minimum 1 cup vegetable requirement was not met for 4/9, 4/10, and 4/11. This was not a repeat finding and did not contribute to 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 (e.g., difference in daily requirements for Serve Only). 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 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.*
- 11 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the lunch weekly minimum 7 cups fruit requirement was not met. This was not a repeat finding and did not contribute to 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 (e.g., difference in daily requirements for Serve Only). 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 fruit 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.*
- 12 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the lunch weekly minimum 7 cups vegetable requirement was not met. This was not a repeat finding and did not contribute to 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 (e.g., difference in daily requirements for Serve Only). 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 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.*
- 13 The following vegetable subgroup was not offered during the review period: beans/peas (legumes). This was not a repeat finding and did not contribute to 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 (e.g., cannot contribute beans as both meat/meat alternate and vegetable when in the same item). 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 one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.*

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! Colorado River Union High School District has completed the SSO portion of the Administrative Review for the 2020–2021 school year. Thank you for your organization and sense of urgency during the review process. I applaud the team effort from your entity to ensure local children have access to healthy and safe meals during this unprecedented time.☑

☑

☑

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	\$0.00
<input type="checkbox"/> No - SSO NSLP	<input checked="" type="checkbox"/> Yes- SSO NSLP	\$432.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 7, 2021 to Sandy.Fitzner@azed.gov.



6/17/2021

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.

Equity for all students to achieve their full potential
www.azed.gov – (602) 542-8700 – 1535 West Jefferson Street • Phoenix, Arizona 85007 Bin # 7
This institution is an equal opportunity provider