



## Arizona Department of Education Health and Nutrition Services Division

### Seamless Summer Option Administrative Review Summary Report

Sponsor: Cottonwood Day School

CTD: 01-43-05

Sites: Bus Route # 1 (Tselani/Cottonwood) - Cottonwood Day School

Contacts: Selina Yazzie,

Review Date: March 23, 2021

Review Period: February 2021

Review Type:  SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
<b>SFA Operations</b>			
	No findings.		
<b>Site Agreement</b>			
	No findings.		
<b>Site Eligibility</b>			
	No findings.		
<b>Menu Planning</b>			
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, quantities during the review period did not meet minimum amounts required by the meal pattern; the weekly 1/2 cup starchy vegetable subgroup was not met.	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 <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training tab. Referred to USDA Waiver Summary found on ADE's website at <a href="https://www.azed.gov/hns/covid19">https://www.azed.gov/hns/covid19</a> .	<i>Please submit a meal pattern waiver to ADE for weekly 1/2 cup starchy vegetable subgroup during the review period. 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 Production records for Friday lunch did not contain all menu items. Specifically, apple was missing from the record.</p>  | <p>Discussed required sections of production records and importance to list all menu items. Production Record Overview Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab.</p> | <p><i>Corrections to the production records were completed prior to the exit conference, indicating the fruit serving was provided. Please provide written description of changes that have been made to ensure production records are completed accurately. Additionally, the certificate of completion of Production Record Overview must be provided.</i></p> |
| <p>3 Production records for lunch and breakfast provided are not completed by site. Specifically, one bulk production record is completed for all sites operating SSO.</p> | <p>Discussed requirements to maintain production records by site. The Production Record Overview Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/training">https://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab.</p>                       | <p><i>Please provide copies of completed lunch and breakfast production records for 5 consecutive days as well as written assurance that all records will be maintained for 5 years. 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! Cottonwood Day School 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 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 May 3, 2021 to [Sandy.Fitzner@azed.gov](mailto:Sandy.Fitzner@azed.gov) or 1535 West Jefferson Street Bin #7, Phoenix, AZ 85007.



19-Apr-21

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