



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Peach Springs Unified District

CTD: 08-02-08

Site: Peach Springs School

Contacts: Lisa Norton, Food Service; Gloria Herrera, Business Manager; William Santiago, Superintendent

Review Date: March 3, 2021; Exit Conference: March 5, 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	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, on the day of review the daily minimum vegetable quantity of 3/4 cup 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 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 .	<i>Please submit a meal pattern waiver to ADE for daily vegetable quantity at lunch for March 3, 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>

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| <p>2 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically the daily minimum 1 cup of fruit was not served at breakfast on 3 days during the review period. As a result, the weekly fruit quantity was not met either. This was determined to be a repeat finding from cycle two and contributed toward 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., changes in serving utensils, recipes, etc.). 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 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 meal breakfast pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p> |
| <p>3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically the daily minimum 3/4 cup of vegetables was not served at lunch on 3 days during the review period. As a result, the weekly vegetable quantity was not met either. This was determined to be a repeat finding from cycle two and contributed toward 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., changes in serving utensils, recipes, etc.). 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).</p> | <p><i>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.</i></p> |
| <p>4 The following vegetable subgroups were not offered during the review period: Dark Green, Beans/Peas (Legumes) and Starchy. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.</p> | <p>Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning 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 vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>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.</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 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 | \$226.00 |
| <input checked="" type="checkbox"/> No - SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP | \$360.00 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 4, 2021 to Bekah McLeod at bekah.mcleod@azed.gov.



4/2/2021

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.