



# Arizona Department of Education

## Health and Nutrition Services Division

### Seamless Summer Option Administrative Review Summary Report

Sponsor: Pearce Elementary District

CTD: 02-04-22

Sites: Pearce Elementary School

Contacts: Kyle Hart, Superintendent / Susan Ochoa, Business Manager

Review Date: April 7, 2021

Review Period: March 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	Fluid milk was not available in at least two approved varieties for each meal service. This was not determined to be a repeat finding from cycle two and did not contribute toward fiscal action calculations.	Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide one week of breakfast and lunch production records that demonstrate that fluid milk was available in at least two approved varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two approved varieties at breakfast and lunch.</i>

<p>Portion sizes observed during the month of review did not meet minimum amounts required by the breakfast meal pattern. Specifically, on March 3rd, Quaker Granola Bar crediting as 0.25 ounce equivalents were served with 2 ounce equivalents of meat/meat alternate product. Meat/Meat Alternates may not be counted toward the grain component until after the minimum daily grains requirement (1.0 ounce equivalents) is offered.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e., offering a grain that credits as at least 1.0 ounce equivalent). 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 <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> 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 <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> 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 one week of breakfast production records which demonstrates that at least 1.0 equivalent of grains was offered prior to crediting Meat/Meat Alternates toward the grain component. Additionally, please provide a written description of the changes that have been made to ensure that at least 1.0 ounce equivalent of grain will be offered prior to crediting Meat/Meat Alternates toward the grain component. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p>
<p>2</p>		
<p>The following vegetable subgroup was not offered during the review period: Dark Green. This was not determined to be a repeat finding from cycle two and did not contribute 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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> 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. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p>
<p>3</p>		

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**Counting & Claiming**

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No Findings

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**Media Release**

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No Findings.

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**SFA Monitoring Responsibilities**

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No Findings.

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**Civil Rights**

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No Findings.

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**Food Safety**

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No Findings.

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**Water**

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No Findings.

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**Comments/Recommendations:**

Congratulations! Pearce Elementary District has completed the SSO Administrative Review for the 2020-2021 school year. Thank you for your cooperation and organization during the review process. ☒

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

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**COVID-19: Guidance to Child Nutrition Operators can be found on ADE's website at <https://www.azed.gov/hns/covid19>**

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**Fiscal Action Assessed?**

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|---|--|-----|
| <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  |     |
| <input checked="" type="checkbox"/> No - SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP |     |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by June 11, 2021 to Walter Jacobson at email [Walter.Jacobson@azed.gov](mailto:Walter.Jacobson@azed.gov) .



5/14/2021

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Reviewer Signature

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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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