



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Rock Point Community School

CTD: 01-39-04

Sites: Rock Point Community School

Contacts: Deana Dugi, Chief Executive Officer; Darion Littleben, Business Manager; Richelle Yazzie, Food Service Manager

Review Date: May 18, 2021

Review Period: April 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	There is not a plan in place to ensure all SSO sites are reviewed at least once during each site's operation.	Discussed requirement to review all SSO sites at least once during operation each year, referred to template site review form at https://www.azed.gov/hns/sfsp/sfsp/forms/ under the Operating section.	<i>Please provide a written description of how you will ensure that each SSO site will be reviewed at least once during operation each year and written assurance that this will occur.</i>
2	Advertising materials did not contain the required nondiscrimination statement.	Discussed where to find nondiscrimination statement on ADE's website at http://www.azed.gov/hns/civilrights/ and whether long or short statement would be most appropriate.	<i>Please provide written assurance that all advertising materials will include the required nondiscrimination statement. Additionally, provide an updated advertising material with the most current nondiscrimination statement.</i>
Site Agreement			
	No Findings		
Site Eligibility			
	No Findings		

Menu Planning

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| 3 During the review period, daily & weekly minimum quantities of vegetables were not met during lunch for the 9-12 grade group served. This is not a repeat finding and does not contribute toward 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. 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). | <i>Please provide a written description of the changes that have been made to ensure that vegetable quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.</i> |
| 4 The following vegetable subgroup was not offered in the required quantity during the review period: Red/Orange. This is not a repeat finding and does not contribute toward fiscal action calculations | 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). | <i>Please provide copies of completed lunch production records for 5 consecutive days for Bus Route #4 - Rock Point Community School 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> |

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| 5 | 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, 1% flavored milk was served at lunch during the review period and that is a non-allowable milk type. | 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 the milk fat content not met during the review period at lunch. 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> |
| 6 | Production records for breakfast & lunch were not completed correctly. Specifically, production records were not separated by site/bus route. | Discussed the requirement to maintain complete production records for each bus route that provides breakfast & lunch to enrolled students at Rock Point Community School. | <i>Please provide copies of completed breakfast & lunch production records for 5 consecutive days for Bus Route #4 - Rock Point Community School, as well as written assurance that all records will be separated by site/bus route and maintained for 5 years.</i> |

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! Rock Point Community School has completed the SSO portion of the Administrative Review for the 2020–2021 school year. Thank you for your efforts 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>

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	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 June 23, 2021 to Brandon.Estrada@azed.gov



06/07/2021

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.