



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Rough Rock School Board, Inc.

CTD: 01-40-01

Site: Rough Rock Elementary School

Contacts: Ronald Thompson, K-12 Principal; Crystal Wheeler, Lead Cook

Review Date: May 12, 2021; Exit Conference: May 19, 2021

Review Period: April 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	The Parent/Guardian Pickup Waiver Form was not submitted to ADE prior to the SFA implementing parent/guardian pickups.	Discussed ADE has created a Parent/Guardian Pickup Waiver Form for SFAs to provide details on how they will maintain accountability and Program integrity while distributing meals to parents or guardians without children present. SFAs only need to submit the form once for SY 20-21. The electronic form must be submitted before the SFA implements parent/guardian pickups. ADE will provide technical assistance and request clarification if an SFAs submission does not demonstrate that accountability and Program integrity will be maintained while implementing parent/guardian pickups. Referred to USDA Waiver Summary found on ADE's website at https://www.azed.gov/hns/covid19 .	Please submit the Parent/Guardian Pickup Waiver Form to ADE. Additionally, provide written assurance that you will provide clarification if your submission does not demonstrate that accountability and Program integrity will be maintained while implementing parent/guardian pickups
Site Agreement			
No findings.			
Site Eligibility			
No findings.			

Menu Planning

- | | | |
|---|--|---|
| <p>2 As of the day of review 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, milk variety was not offered during review period or on day of review.</p> | <p>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.</p> | <p><i>A meal pattern waiver for milk variety has been submitted. 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> |
| <p>3 Production record crediting and recipe crediting are inconsistent. Specifically the tossed salad served at lunch on 4/6/21 is incorrectly credited at 1 1/2 cups on production record. Should be credited at 1 cup. The flour tortilla served at lunch on 4/8/21 is incorrectly credited as 4 ounce/equivalent grains. Should be 2 ounce/equivalent.</p> | <p>Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Resources can be found at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool can be found at https://foodbuyingguide.fns.usda.gov/.</p> | <p><i>Please provide updated lunch production records for 4/6/21 and 4/8/21 with accurate crediting.</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 |
| <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 July 30, 2021 to Bekah McLeod at bekah.mcleod@azed.gov.



6/30/2021

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.

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