



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Anjum Majeed, Superintendent

CTD: 07-82-56

Sites: Self Development Academy-Phoenix

Contacts: Anjum Majeed, Superintendent ; Asif Majeed, Business Manager; Christina Harguess, Administration

Review Date: February 23, 2021

Review Period: January 2021

Review Type: SSO

| No. | Review Findings | Technical Assistance Provided | Required Corrective Action |
|--------------------------------|---|--|--|
| SFA Operations | | | |
| 1 | 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 | | | |
| No Findings | | | |
| Counting & Claiming | | | |
| No Findings | | | |
| Media Release | | | |
| No Findings | | | |

SFA Monitoring Responsibilities

- | | | | |
|---|--|--|---|
| 2 | SFA did not conduct an off-site review at all sites during the site's operation. This monitoring requirement was not waived during the recent unanticipated school closure related to the COVID-19 pandemic. | Discussed the current requirement that monitoring shall be conducted by the sponsor at meal service sites to the maximum extent practicable, however the on-site portion of monitoring located at 7 CFR 225.15(d) has been waived through June 30, 2021. | <i>Please provide documentation that a site review as conducted at least once at all operating sites. Additionally, please provide written assurance that site reviews will be conducted at least once during a site's operation.</i> |
|---|--|--|---|

Civil Rights

- | | | | |
|---|---|---|---|
| 3 | Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, procedures do not outline potential allegations being sent to external state or federal agencies without substantiation by the district. | The SFA's procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFA's procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at https://www.azed.gov/hns/civilrights . The Step by Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the How-To Guides. | <i>Please provide a written description of the updated process and procedures for processing complaints alleging discrimination which meets requirements.</i> |
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Food Safety

No Findings

Water

No Findings

Comments/Recommendations:

Thank you for your participation in the SSO Administrative Review!

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 April 7, 2021 to Brandon.Estrada@azed.gov



3/8/2021

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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