



**Arizona Department of Education
Health and Nutrition Services Division**

Seamless Summer Option Administrative Review Summary Report

Sponsor: Union Elementary District
 CTD: 07-04-62
 Site: Union Elementary School
 Contact: Kristine Morris, Superintendent ; Kendell Paty, Food Service Director

Review Date: January 27, 2021
 Review Period: December 2020
 Review Type: SSO

Review Findings	Technical Assistance Provided	Required Corrective Action
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SFA Operations

<p>1 The Multiple Days Meal Distribution Plan submitted to ADE does not reflect an effective process to distribute meals for multiple days. Specifically, Accompanying resources to allow participants to easily identify & distinguish separate meals for intended consumption are not provided during distribution.</p>	<p>Instructed SFA to provide an available resource for participants to gauge which meals are intended for consumption through the 5 day plan. Discussed waivers allow for SFAs to provide food items in bulk and to distribute meals for multiple days for pickup or delivery. To distribute meals for multiple days, USDA has instructed ADE to assess the SFA's capacity to execute such an approach effectively. Referred to HNS 33-2020 Procedures for Opting into National School Lunch Program (NSLP) Meal Pattern and Parent/Guardian Pickup Waivers and Providing Meals for Multiple Days in SY 20-21 found on ADE's website at https://www.azed.gov/hns/covid19.</p>	<p>Please submit an updated Multiple Days Meal Distribution Plan to ADE. Additionally, provide the resource developed that will be available for participants of multiple meal distribution.</p>
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Site Agreement

No Findings

Site Eligibility

No Findings

Menu Planning

2 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily grain quantities were insufficient due to the Mozzarella Cheese Maxsticks served on December 10, 2020 being miscredited. This was determined not to be a repeat finding & will 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 (i.e. careful examination of CN Labels & accurate reporting on production records). 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 grain quantities meet minimum amounts required by the meal pattern. Additionally, provide an updated recipe reflecting the correct crediting of the product in question.</i>
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Counting & Claiming

No Findings

Media Release

No Findings

SFA Monitoring Responsibilities

No Findings

Civil Rights

No Findings

Food Safety

3 Instructions/handout that explains how to store meals until consumption is not provided with meals.	Discussed instructions & a menu should be provided to families on how to keep food safe until consumption. Refer to School Meals Programs: Providing Multiple Meals at a Time During the Coronavirus (COVID-19) Pandemic https://www.azed.gov/hns/covid19 under the Resources tab. Refer to https://fns-prod.azureedge.net/sites/default/files/resource-files/SSOCVID.pdf	Please submit an updated Multiple Days Meal Distribution Plan to ADE. Additionally, provide the resource developed that will be available for participants regarding food safety.
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Water

No Findings

Comments/Recommendations:

Congratulations on the completion of the PY21 Seamless Summer Option Administrative Review! Thank you for all that Union Elementary District Is doing for the community to ensure children remain safe & fed.

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 | |
| <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 March 5, 2021 to Brandon.Estrada@azed.gov



2/17/2021

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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