



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Yarnell Elementary District

CTD: 13-03-52

Sites: Yarnell Elementary School

Contacts: Lori Bomar, Head Teacher ; Patt Foote, Kitchen Manager

Review Date: March 10, 2021

Review Period: February 2021

Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	Advertised menu material did not contain the correct 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 correct 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			

- | | | |
|--|---|--|
| <p>2 The following vegetable subgroups were not offered during the review period: Dark Green & Red/Orange. This was determined to be a repeat finding from cycle two and contributed 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 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).</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 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Minimum daily & weekly fruit quantities were not met during the operation of SBP. Specifically, the fruit juice provided during the week of review accounted for a 1/2 cup serving of fruit instead of the required 1 cup. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.</p> | <p>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 Breakfast 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.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that fruit quantities at breakfast meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p> |
| <p>4 Quantities observed during the review period did not meet minimum amounts required by the SBP meal pattern. Minimum weekly grain requirements were not met during the review period. Specifically, a total of 5 oz eq were offered during the week of review instead of the required 6.5 oz eq grain offerings based on the required meal pattern. This is not a repeat finding and does not contribute toward fiscal action calculations.</p> | <p>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.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that grain quantities at breakfast 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></p> |

5 Meal count totals for the month of review were not accurately combined and recorded. This was deemed a non-systemic error and contributed 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. *Please provide a written description of changes to the system that have been implemented to ensure that meal service counts provide an accurate count when claiming for meal reimbursement.*

Media Release

No Findings

SFA Monitoring Responsibilities

No Findings

Civil Rights

No Findings

Food Safety

No Findings

Water

No Findings

Comments/Recommendations:

Thank you for your participation & patience during the process of 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	[Amount]
<input type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	[Amount]
<input checked="" type="checkbox"/> No - SSO SBP	<input type="checkbox"/> Yes- SSO SBP	\$149.16
<input checked="" type="checkbox"/> No - SSO NSLP	<input type="checkbox"/> Yes- SSO NSLP	\$277.20

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by May 13, 2021 to Brandon.Estrada@azed.gov



04/21/2021

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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