



Arizona Department of Education Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Career Success Schools

CTD: 07-85-24

Sites: Career Success Schools - STEM Academy 7-12

Contacts: Edith Garcia Macklin and Sharie Banbury, Food Service

Review Date: June 21, 2022

Review Period: June 2022

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			
2	Career Success Schools - STEM Academy 7-12 was not operating in accordance with provisions of the approved application in CNPWeb. Specifically, approved site application indicates breakfast meal service time as 8:00am-8:15am, however, meal service time is actually 8:00am - 9:00am.	Discussed steps required to update site application in CNPWeb to reflect current practice of breakfast meal service time.	<i>Please resubmit a site application indicating the correct breakfast meal service time. Additionally, please provide written assurance that the site application in ADE's CNPWeb will be updated whenever there are changes in the site's operation.</i>
Site Eligibility			
	No Findings		

Menu Planning

- 3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily vegetable requirement of 3/4c was not met on Thursday.
- Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. Meal pattern requirements for the National School Lunch Program <http://www.azed.gov/hns/nslp> under the Meal Pattern tab. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides 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).
- Please provide a written description of the changes that have been made to ensure that daily vegetable quantities meet minimum amounts required by the meal pattern.*

- 4 The salad recipe provided is not accurate. Specifically, portion size indicated is 1c per 50 servings, however, actual portion size per serving is 1 3/8c.
- Discussed updating the recipe utilizing Recipe Analysis Workbook (Raw). Referred to USDA Interactive Food <https://foodbuyingguide.fns.usda.gov/>.
- Please provide an updated salad recipe.*

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! Career Success Schools has completed the SSO portion of the Administrative Review for the 2021-2022 school year. Thank you for your hospitality during the review process. It is evident that you are working hard to ensure your students are fed healthy meals.

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 checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$0.00
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$0.00
<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 July 19, 2022 to Jennifer McDonald at Jennifer.McDonald@azed.gov.

Jennifer McDonald Digitally signed by Jennifer
McDonald
Date: 2022.06.28 10:50:25 -07'00'

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.