



## Arizona Department of Education Health and Nutrition Services Division

### Seamless Summer Option Administrative Review Summary Report

Sponsor: Bowie Unified District

CTD: 02-02-14

Sites: Bowie Elementary School

Contacts: Daniel Erickson, Superintendent and Irma Vasquez, Food Service

Review Date: June 28, 2022

Review Period: June 2022

Review Type:  SSO

| No.                   | Review Findings   | Technical Assistance Provided  | Required Corrective Action   |
|-----------------------|---|--|--|
| <b>SFA Operations</b> |   |  |  |
| 1                     | Advertising materials did not contain the required nondiscrimination statement. Specifically, summer flyers were missing a nondiscrimination statement.   | Discussed where to find nondiscrimination statement on ADE's website at <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a> 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> |
| 2                     | Bowie Elementary School was not operating in accordance with provisions of the approved application in CNPWeb. Specifically, the approved application meal service time for breakfast is 7:30 AM to 7:55 AM, observed breakfast meal service time was 9:00 AM to 9:30 AM. | Discussed steps required to update site application in CNPWeb to reflect current practice of meal service times.   | <i>Please provide written assurance that the site application in ADE's CNPWeb will be updated whenever there are changes in the site's operation to accurately reflect current operations.</i>   |

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#### Site Agreement

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No Findings.

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#### Site Eligibility

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No Findings.

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**Menu Planning**

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| <p>3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during Breakfast the daily minimum required 1 cup of Fruit was not met, providing only 1/2 cup of Fruit. This was not a repeat finding from cycle two and did not contribute towards 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 such as increasing Fruit serving. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> 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).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Breakfast daily Fruit quantities 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. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i></p> |
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| <p>4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during Breakfast the weekly minimum required 5 cup of Fruit was not met, providing 2 1/2 cup of Fruit. This was not a repeat finding from cycle two and did not contribute towards 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 such as increasing Fruit serving. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab. The Using Appropriate Serving Utensils Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> 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).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that Breakfast weekly Fruit quantities meet minimum amounts required by the meal pattern. Additionally, please provide one week of Breakfast production records that demonstrate meal pattern compliance.</i></p> |
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**Counting & Claiming**

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No Findings.

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**Media Release**

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No Findings.

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**SFA Monitoring Responsibilities**

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| <p>5 There is not a plan in place to ensure all SSO sites are reviewed at least once during each site's operation.</p> | <p>Discussed requirement to review all SSO sites at least once during operation each year, referred to template site review form at <a href="https://www.azed.gov/hns/sfsp/sfspforms/">https://www.azed.gov/hns/sfsp/sfspforms/</a> under the Operating section.</p> | <p><i>Please provide a written description of how you will ensure that each SSO site will be reviewed at least once during operation each year and written assurance that this will occur.</i></p> |
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**Civil Rights**

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| <p>6 The USDA nondiscrimination statement used on the menu is not the most current USDA statement.</p> | <p>Discussed where to find nondiscrimination statement on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> and whether long or short statement would be most appropriate.</p> | <p><i>Please provide an updated menu with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i></p> |
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**Food Safety**

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No Findings.

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**Water**

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No Findings.

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**Recordkeeping**

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| <p>7 Documentation did not support minimum required quantities were offered and served during the day of review. Specifically, during Breakfast on 6/28/22 production records do not accurately reflect quantities offered; production records indicate 1/2 cup serving of Fruit was planned and served, when 1 cup of Fruit was offered.</p> | <p>Discussed that all required minimum quantities must be offered to all participating children at the beginning and throughout meal services. Additionally, discussed options for offering a variety of items as part of the reimbursable meal or options for adjusting what is offered on each meal service line. Discussed on day of review to ensure all minimum quantities were met, two 1/2 cup servings of strawberries were made available and student had option to decline 1/2 cup serving.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that during Breakfast all required minimum quantities of Fruit are available on every reimbursable meal service line to all eligible participants.</i></p> |
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Comments/Recommendations:

Congratulations! Bowie Unified District has completed the Seamless Summer Option (SSO) 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 in a welcoming environment. It is recommended that meal planning be closely monitored for accuracy of minimum required quantities to ensure students are receiving adequate nutrition.

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**Training: Web-based trainings and how-to guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>**

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**Summer meal service training and resources can be found on ADE's website at <https://www.azed.gov/hns/sfsp>**

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Fiscal Action Assessed?

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| <input checked="" type="checkbox"/> No- SBP       | <input type="checkbox"/> Yes- SBP             | \$0.00     |
| <input type="checkbox"/> No- NSLP                 | <input checked="" type="checkbox"/> Yes- NSLP | \$1,127.16 |
| <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 August 31, 2022 to Joyce Benally at [Joyce.Benally@azed.gov](mailto:Joyce.Benally@azed.gov).

**Joyce Benally** Digitally signed by Joyce Benally  
Date: 2022.07.28 11:53:10 -07'00'

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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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