



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Patagonia Union High School District

CTD: 12-05-20

Site: Patagonia Elementary School

Contacts: Kenny Hayes, Superintendent and Angelica Lucero, Business Manager

Review Date: June 21, 2023

Review Period: June 2023

Review Type: ☒ SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	Advertising materials did not contain the required nondiscrimination statement. Specifically, social media posts do not include 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		
2	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during the review period at lunch the weekly subgroup requirement for Red/Orange and Other were not met. This was not a repeat finding from cycle two and did not contribute towards fiscal action calculations.	<p>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 size). 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 Meal Pattern 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 food quantities 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.</i></p>
Counting & Claiming		
	No Findings.	
Media Release		
	No Findings.	
SFA Monitoring Responsibilities		
	No Findings.	
Civil Rights		
	No Findings.	
Food Safety		
	No Findings.	
Water		
	No Findings.	

Recordkeeping

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| <p>3 The crediting information recorded on the production record is inaccurate. Specifically, Beef Macaroni served at Patagonia Elementary School during the review period credited as 1.75 oz eq Meat/Meat Alternate; however, the production record indicated it credited as 2.00 oz eq Meat/Meat Alternate.</p> | <p>Discussed how to credit meal components and importance of ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab.</p> | <p><i>Please provide a production record that reflects the correct crediting information for Beef Macaroni. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p> |
| <p>4 The crediting information recorded on the production record is inaccurate. Specifically, packaged baby carrots (2 oz/56 g) served at Patagonia Elementary School on the day of review credited as 3/8 cup; however, the production record indicated it credited as 1/2 cup.</p> | <p>Discussed how to credit meal components and importance of ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab.</p> | <p><i>Please provide a production record that reflects the correct crediting information for packaged baby carrots (2 oz/56g). Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p> |
| <p>5 Production records for lunch provided did not contain all required sections. Specifically, menu items are combined and not separated (lettuce/tomato/onion).</p> | <p>Discussed required sections of production records. ADE's Updated Fillable Production Record Template with Instructions can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library tab.</p> | <p><i>Please provide copies of completed lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i></p> |

Comments/Recommendations:

Congratulations! Patagonia Union High School District has completed the SSO administrative review for the 2022-2023 school year. Thank you for your hospitality, organization, and sense of urgency during the review process. Your team works together in order to implement the School Nutrition Programs. It is evident that you are working hard to ensure your students are fed healthy, delicious meals in a supportive environment.

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

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

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	\$214.67
<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 14, 2023 to Joyce Benally at Joyce.Benally@azed.gov.

Reviewer Signature	Date
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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.

Tom Horne, Superintendent of Public Instruction
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov

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This institution is an equal opportunity provider