



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Tolleson Elementary District

CTD: 07-04-17

Site: Arizona Desert Elementary School

Contacts: Anita Percell, Executive Director of Business and Vanessa Coronado, Supervisor of Finance

Review Date: June 20, 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.	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>
2	Arizona Desert Elementary School was not operating in accordance with provisions of the approved application in CNPWeb. Specifically, the site application states that breakfast will be served from 7:50 Am - 8:05 AM, but it was actually served from 7:50 AM - 8:25 AM.	Discussed steps required to update site application in CNPWeb to reflect current practice of serving breakfast from 7:50 AM - 8:25 AM.	<i>Please resubmit a site application indicating serving breakfast from 7:50 AM - 8:25 AM. 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>
3	Arizona Desert Elementary School was not operating in accordance with provisions of the approved application in CNPWeb. Specifically, their site app indicates they do sell adult meals, but when on site they responded that they do not.	Discussed steps required to update site application in CNPWeb to reflect current practice of not selling adult meals.	<i>Please resubmit a site application indicating not selling adult meals. 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 Agreement

No Findings.

Site Eligibility

No Findings.

Menu Planning			
4	The beans/peas and starchy vegetable subgroups were not offered during the review period. This was not a repeat finding from cycle two and did not contribute towards fiscal action calculations.	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.	<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>
5	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly grain oz eq at breakfast were low. This was not a repeat finding from cycle two and did not contribute towards 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 (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. 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 weekly grain quantities meet minimum amounts required by the meal pattern.</i>
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

6	Production records for day of review breakfast provided did not contain all served items. Specifically, the poptart served in some classrooms was not included.	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.	<i>Please provide copies of completed breakfast production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years.</i>
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Comments/Recommendations:

Congratulations on completing the SSO portion of the administrative review! Tolleson Elementary District is doing an excellent job providing healthy meals to the community in a safe, welcoming environment throughout the summer.

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	\$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 31, 2023 to Megan.Lynch@azed.gov.

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.

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