



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Hayden-Winkelman Unified District

CTD: 04-02-41

Site: Leonor Hambly K-8.

Contacts: Jeff Gregorich, Superintendent and Barbara Martinez, Food Service Director

Review Date: June 20, 2023

Review Period: June 2023

Review Type: ☒ SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
	No Findings		
Site Agreement			
	No Findings		
Site Eligibility			
	No Findings		
Menu Planning			
1	Lunch quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly vegetable requirement of 1/2c beans/peas (legumes) was not met the week of review.	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 can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).	<i>Please provide a written description of the changes that have been made to ensure that lunch weekly beans/peas (legumes) vegetable quantities meet minimum amounts required by the meal pattern.</i>

<p>2 Lunch 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 Tuesday and Thursday of the week of review.</p>	<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 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. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nsip/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p>	<p><i>Please provide a written description of the changes that have been made to ensure that lunch daily vegetable quantities meet minimum amounts required by the meal pattern.</i></p>
<p>3 Lunch quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly minimum weekly grain requirement of 6.5oz eq was not.</p>	<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 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 The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nsip/training under the Online Training Library accordion. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 8 cents).</p>	<p><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></p>

Counting & Claiming

No Findings

Media Release

No Findings

SFA Monitoring Responsibilities

No Findings

Civil Rights

- | | | | |
|---|--|--|---|
| 4 | The USDA nondiscrimination statement used on program materials (breakfast and lunch menus) is not the most current USDA statement. | Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate. | <i>Please provide an updated program material (breakfast and lunch menus) with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i> |
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Food Safety

No Findings

Water

No Findings

Recordkeeping

No Findings

Comments/Recommendations:

Congratulations! Hayden-Winkelman Unified District has completed the SSO portion of the Administrative Review for the 2022-2023 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 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	\$26.03
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$430.89
<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 21, 2023 to Jennifer McDonald at Jennifer.McDonald@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
“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider