



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Seamless Summer Option Administrative Review Summary Report

Sponsor: Murphy Elementary District

CTD: 07-04-21

Site: Jack L Kuban Elementary School

Contacts: Nate Dettmar, Superintendent ; Valerie Rojas, Food Service Coordinator ; Linda Cordova, Business Manager

Review Date: June 14, 2023

Review Period: June 2023

Review Type: ☒ SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	There is not a plan in place to ensure all SSO sites are reviewed at least once during each site's operation.	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.	<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>
Site Agreement			
No Findings			
Site Eligibility			
No Findings			

Menu Planning		
2	The Dark Green vegetable subgroup was not offered during the review period. This was not a repeat finding 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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab. The Step-by-Step Instruction: How to Plan a Lunch 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.
		<i>Please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</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		
	No Findings	

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**Comments/Recommendations:**

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Congratulations on the completion of the Seamless Summer Option Administrative Review! ADE applauds the efforts of the food service program staff in successfully feeding children within the community during the summer months. Keep up the good work!

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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?**

<input type="checkbox"/> No- SBP	<input checked="" type="checkbox"/> Yes- SBP	-\$3,887.89
<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 **August 18, 2023** to [Brandon.Estrada@azed.gov](mailto:Brandon.Estrada@azed.gov).

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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.

Tom Horne, Superintendent of Public Instruction  
1535 West Jefferson Street • Phoenix Arizona 85007 • [www.azed.gov](http://www.azed.gov)

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