



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Seamless Summer Option Administrative Review Summary Report

Sponsor: Pinon Unified District

CTD: 09-02-04

Site: Pinon Accelerated Middle School

Contacts: Chris Ostgaard, Superintendent and Bernice Shone, Lead business Technician

Review Date: June 14, 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	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch on June 5, 7 and 8, only 1/2 cups of vegetables were offered, which lead to not meeting the daily and 3/4 cup quantity. This was not a repeat finding from previous cycle 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. Meal pattern requirements for the National School Lunch 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.	<i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantities meet minimum amounts required by the meal pattern.</i>

2	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, vegetable served during lunch did not meet the weekly 3 cups requirement. This was not a repeat finding from previous cycle 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. Meal pattern requirements for the National School Lunch 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.	<i>Please provide a written description of the changes that have been made to ensure that weekly vegetable quantities meet minimum amounts required by the meal pattern.</i>
3	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch only 1/4 cup of red/orange vegetable was offered, which lead to not meeting the weekly red/orange vegetables of 3/4 cups quantity. This was not a repeat finding from previous cycle 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/for">https://www.azed.gov/hns/nslp/for</a> ms 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/trai">http://www.azed.gov/hns/nslp/trai</a> ning under the Online Training Library tab.	<i>Please provide one week of lunch production records which demonstrate compliance with the red/orange vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i>
4	The following vegetable subgroups were not offered during the review period: Specifically, beans/peas and other vegetable subgroups were not offered during the review period. This was not a repeat finding from previous cycle 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/for">https://www.azed.gov/hns/nslp/for</a> ms 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/trai">http://www.azed.gov/hns/nslp/trai</a> ning under the Online Training Library tab.	<i>Please provide one week of lunch production records which demonstrate compliance with beans/peas and other vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i>

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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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No findings.

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**Civil Rights**

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No findings.

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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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No findings.

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**Comments/Recommendations:**

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Congratulations! Pinon Unified District has completed the SSO Administrative Review for the 2022-2023 school year. You should be proud of the effort your team is making ensure your students are receiving healthy school meals during this unprecedented time. Thank you for your cooperation and organization during the review process.

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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 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 21, 2023** to [Amy.DixonBanire@azed.gov](mailto:Amy.DixonBanire@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

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