



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Seamless Summer Option Administrative Review Summary Report

Sponsor: Rocky Ridge Boarding School

CTD: 09-40-02

Site: Rocky Ridge Boarding School

Contacts: Tee'o Begay, Cook Helper

Review Date: June 27, 2023

Review Period: June 2023

Review Type: ☒ SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
<b>SFA Operations</b>			
1	Advertising materials did not contain the required nondiscrimination statement.	Discussed where to find nondiscrimination statement on ADE's website at <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a> 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>
<b>Site Agreement</b>			
2	Rocky Ridge Boarding School was not operating in accordance with provisions of the approved application in CNPWeb. Specifically, the site was operating non-congregate meal service style; however, the site application indicated it was operating congregate and non-congregate meal service styles.	Discussed steps required to update site application in CNPWeb to reflect current practice of non-congregate meal service style.	<i>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>
<b>Site Eligibility</b>			
No Findings.			
<b>Menu Planning</b>			
3	Fluid milk was not available in at least two required varieties for each meal service. This was a repeat finding from cycle two and contributed towards fiscal action calculations.	Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).	<i>Please provide one week of breakfast and lunch production records that demonstrate that fluid milk was available in at least two required varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast and lunch.</i>

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| <p>4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during breakfast, minimum daily fruit quantities were insufficient on June 5-9, 2023. This was a repeat finding from cycle two and contributed towards fiscal action calculations.</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 National School Breakfast 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. The Step-by-Step Instruction: How to Plan a Breakfast 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. 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 a written description of the changes that have been made to ensure that daily fruit quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.</i></p> |
| <p>5 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during breakfast, minimum weekly fruit quantities were insufficient on June 5-9, 2023. This was a repeat finding from cycle two and contributed towards fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.</p>  | <p><i>Please provide a written description of the changes that have been made to ensure that weekly fruit quantities meet minimum amounts required by the meal pattern.</i></p>   |

<p>6 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch, minimum daily vegetable quantities were insufficient on June 5-9, 2023. This was a repeat finding from cycle two and contributed towards fiscal action calculations.</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 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. 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. 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 a written description of the changes that have been made to ensure that daily vegetable quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p>
<p>7 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch, minimum weekly vegetable quantities were insufficient on June 5-9, 2023. This was a repeat finding from cycle two and contributed towards fiscal action calculations.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.</p>	<p><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></p>
<p>8 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch, minimum weekly Red/Orange and Beans/Peas vegetable subgroup quantities were insufficient on June 5-9, 2023. This was a repeat finding from cycle two and contributed towards fiscal action calculations.</p>	<p>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.</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>

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| <p><b>9</b> Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch, minimum daily Meat/Meat Alternate quantities were insufficient on June 5-9, 2023. This was a repeat finding from cycle two and contributed towards fiscal action calculations.</p>   | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily meat/meat alternate quantities meet minimum amounts required by the meal pattern.</i></p> |
| <p><b>10</b> Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch, minimum weekly Meat/Meat Alternate quantities were insufficient on June 5-9, 2023. This was a repeat finding from cycle two and contributed towards fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily meat/meat alternate quantities meet minimum amounts required by the meal pattern.</i></p> |
| <p><b>11</b> Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch, minimum daily grain quantities were insufficient on June 5-9, 2023. This was a repeat finding from cycle two and contributed towards fiscal action calculations.</p>                | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily grain quantities meet minimum amounts required by the meal pattern.</i></p>               |

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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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| <b>12</b> Production record crediting is inaccurate. Specifically, the following 1/2 cup portions of fruit were recorded as "1 ea" on the production records for breakfast during the week of review: juice, and fresh oranges. Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. | Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/for ms">https://www.azed.gov/hns/nslp/for ms</a> under the Menu Planning accordion. | <i>Please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i> |
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**Comments/Recommendations:**

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Congratulations on completing the NSLP Seamless Summer Option Administrative Review! I appreciate the hard work in completing the tasks assigned during this process. I encourage communication and collaboration among staff members. I recommend regularly evaluating the program and make improvements based on feedback from staff, parents, and students. ADE applauds the execution of ensuring safe and nutritious meals are made available to the community during the summer.

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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?**

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| <input checked="" type="checkbox"/> No- SBP       | <input type="checkbox"/> Yes- SBP      |           |
| <input checked="" type="checkbox"/> No- NSLP      | <input type="checkbox"/> Yes- NSLP     |           |
| <input checked="" type="checkbox"/> No - SSO SBP  | <input type="checkbox"/> Yes- SSO SBP  | -\$283.02 |
| <input checked="" type="checkbox"/> No - SSO NSLP | <input type="checkbox"/> Yes- SSO NSLP | -\$481.78 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by September 8, 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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This institution is an equal opportunity provider