



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Cove Day School

CTD: 01-43-07

Site: Cove Day School

Contacts: Willeen Bennaly, Head Teacher/Blanche Shorty, School Kitchen Helper

Review Date: June 29, 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, the minimum daily requirement of 3/4 vegetables was not served on 06/06/23, 06/07/23, and 06/08/23. 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 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>
2	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 1/8 cup of the vegetable sub group BEANS/PEAS was offered during week of review. 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 BEANS/PEAS vegetable subgroup 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, only 1/4 cup of the vegetable sub group OTHER was offered during week of review. 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 OTHER vegetable subgroup quantities meet minimum amounts required by the meal pattern.</i>
4	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the minimum weekly vegetable requirement was not met. 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 vegetable quantities meet minimum amounts required by the meal pattern.</i>
Counting & Claiming			
No Findings.			
Media Release			
No Findings.			
SFA Monitoring Responsibilities			
5	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 https://www.azed.gov/hns/sfsp/sf-spforms/ 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>

Civil Rights		
6	Advertising materials did not contain the required nondiscrimination statement.	<div>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.</div> <div><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></div>
Food Safety		
	No Findings.	
Water		
	No Findings.	
Recordkeeping		
	No Findings.	

Comments/Recommendations:

Congratulations on completing your review. Your hard work, dedication, and remarkable performance have not only reflected positively on your team but have also significantly contributed to the overall successful implementation of the SSO program at your school.

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 September 21, 2023 to adelita.bagley@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