



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Seamless Summer Option Administrative Review Summary Report

Sponsor: Cedar Unified District

CTD: 09-02-25

Site: Jeddito School

Contacts: Dean Slaga, Superintendent; Leon Poleheptewa, 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			
1	Jeddito 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 resubmit a site application for Jeddito School indicated Non-Congregate meal service style. Additionally, 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>

Site Eligibility			
<i>No Findings</i>			

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### Menu Planning

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|---|---|--|--|
| 2 | <p>Quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, 7 oz 1% White Milk was served at lunch which did not meet the daily requirement of 8 oz of milk. 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. 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 milk 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>   |
| 3 | <p>The following product could not be credited towards the meal pattern due to insufficient documentation: Hot Dog. Without sufficient documentation, the reviewer was unable to determine if the daily and weekly meat/meat alternate quantity requirements were met. This was a repeat finding from cycle two and contributed towards fiscal action calculations.</p> | <p>Discussed requirements regarding processed product documentation and provided examples. USDA Food Fact Sheets can be found on USDA's website at <a href="http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/">http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/</a>. The CN Labels and Product Formulation Statements Recorded Webinar &amp; Webinar Slides 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 Child Nutrition (CN) label and/or Product Formulation Statement for the Hot Dog. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be submitted.</i></p> |

4	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, 5.0 oz eq grain was served during the review period which did not meet the minimum weekly grain requirement of 6.5 oz eq at lunch. This was a repeat finding from cycle two and contributed 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.). 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).	<i>Please provide a written description of the changes that have been made to ensure that weekly grain quantities at lunch meet minimum amounts required by the meal pattern.</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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5	The most recent food safety inspection report was not posted in a publicly visible location.	Discussed making copies of most recent report and feasible places for posting.	<i>Corrective action for the PY23 NSLP Administrative Review has been submitted supporting that the most recent food safety inspection report was posted in a publicly visible location. No further corrective action is required.</i>
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#### Water

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*No Findings*

## Recordkeeping

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| <p>6 The crediting information recorded on the production record for breakfast on 6/6/23 and the recipe for breakfast burritos are inaccurate. Specifically, the breakfast burrito served credited as 2.25 oz eq meat/meat alternate and 1.5 oz eq grain; however, the production record and recipe indicated it credited as 1.0 oz eq meat/meat alternate and 1.5 oz eq grain.</p> | <p>Discussed how to credit meal components and importance of 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/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab.</p> | <p><i>Please provide a production record and recipe that reflects the correct crediting information for the breakfast burrito. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p> |
| <p>7 The crediting information recorded on the production record for breakfast on 6/7/23 is inaccurate. Specifically, the sausage patty credited as 0.75 oz eq meat/meat alternate; however, the production record indicated it credited as 1.0 oz eq meat/meat alternate.</p>  | <p>Discussed how to credit meal components and importance of 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/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab.</p> | <p><i>Please provide a production record/recipe that reflects the correct crediting information for the sausage patty. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p>         |
| <p>8 The crediting information recorded on the production record for breakfast on 6/8/23 is inaccurate. Specifically, the yogurt credited as 1.0 oz eq meat/meat alternate; however, the production record indicated it credited as 4.0 oz eq meat/meat alternate.</p>  | <p>Discussed how to credit meal components and importance of 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/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab.</p> | <p><i>Please provide a production record/recipe that reflects the correct crediting information for the yogurt. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p>                |
| <p>9 The crediting information recorded on the production record for lunch on 6/5/23 is inaccurate. Specifically, the 1/2 cup serving of baby carrots credited as 1/2 cup red/orange vegetable; however, the production record indicated it credited as 3/8 cup dark green vegetable and 1/8 cup red/orange vegetable.</p>  | <p>Discussed how to credit meal components and importance of 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/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab.</p> | <p><i>Please provide a production record/recipe that reflects the correct crediting information for the baby carrots. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p>          |
| <p>10 The crediting information recorded on the production record for lunch on 6/8/23 is inaccurate. Specifically, the 1/4 cup serving of steamed corn credited as 1/4 cup starchy vegetable; however, the production record indicated it credited as 3/4 cup starchy vegetable.</p>  | <p>Discussed how to credit meal components and importance of 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/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab.</p> | <p><i>Please provide a production record/recipe that reflects the correct crediting information for the steamed corn. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p>          |

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Comments/Recommendations:

Congratulations - Cedar Unified District has completed the Seamless Summer Option portion of the Administrative Review for Program Year 2023. Thank you for your hard work to serve health, safe meals to your students and community this 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?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$133.50
<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 type="checkbox"/> No - SSO NSLP	<input checked="" type="checkbox"/> Yes- SSO NSLP	<b>\$730.95</b>

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by August 10, 2023 to Noelle Schrankler at [Noelle.Schrankler@azed.gov](mailto:Noelle.Schrankler@azed.gov).

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Reviewer Signature

Date

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Program Director 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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