



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Holbrook Unified District

CTD: 09-02-03

Site: Holbrook Hunt Park

Contacts: Robbie Koerperich, Superintendent; Ray McLaws, Director of Food Services

Review Date: June 27, 2023

Review Period: June 2023

Review Type: ☒ SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
No Findings			
Site Agreement			
1	Holbrook Hunt Park was not operating in accordance with provisions of the approved application in CNPWeb. Specifically, the site application indicated "Congregate and Non-Congregate" meal service style; however, the site is operating only Congregate meal service style.	Discussed steps required to update site application in CNPWeb to reflect current practice of congregare meal service style.	Please resubmit a site application indicating congregare 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.
Site Eligibility			
No Findings			
Menu Planning			
No Findings			
Counting & Claiming			
No Findings			
Media Release			
No Findings			
SFA Monitoring Responsibilities			
No Findings			

Civil Rights

- | | | | |
|---|--|---|--|
| 2 | An outdated version of the "And Justice for All" poster was displayed to program participants. | Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at https://www.azed.gov/hns/civilrights . Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification. | Please provide pictures to demonstrate the posters are now displayed in a prominent location and visible to all program participants. Additionally, please provide written assurance that the "And Justice For All" poster has been displayed in a prominent location and visible to all program participants. |
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Food Safety

No Findings

Water

No Findings

Recordkeeping

- | | | | |
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| 3 | The crediting information recorded on the production record for breakfast on 6/5/23 is inaccurate. Specifically, the breakfast sausage bagel served credited as 1.0 oz eq meat/meat alternate, 2.0 oz eq grain, and 1/8 cup red/orange vegetable; however, the production record indicated it credited as 1.0 oz eq meat/meat alternate, 1.75 oz eq grain, and 1/8 cup vegetable. | 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. | Please provide a production record that reflects the correct crediting information for the breakfast sausage bagel. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records. |
| 4 | The crediting information recorded on the production record for breakfast on 6/8/23 is inaccurate. Specifically, the sausage, egg, and cheese biscuit served credited as 2.5 meat/meat alternate and 2.25 oz eq grain; however, the production record indicated it credited 2.0 oz eq meat/meat alternate and 2.0 oz eq grain. | 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. | Please provide a production record that reflects the correct crediting information for the sausage, egg, and cheese biscuit. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records. |
| 5 | The production record for lunch on 6/7/23 was not completed correctly. Specifically, the serving size recorded for the chicken tenders was 3 tenders; however, 2 tenders were actually served. The crediting information recorded on the production record (2.0 oz eq meat/meat alternate and 1.0 oz eq grain) was accurate for the serving size of 2 tenders. | 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 https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. | Please provide a production record that reflects the correct serving size and crediting information for the chicken tenders. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records. |

Comments/Recommendations:

Congratulations - Holbrook Unified District has completed the Seamless Summer Option portion of the Administrative Review! Thank you for your hard work this school year to ensure the program is operated in compliance with program regulations. It is evident that you are committed to providing your students and community safe, healthy meals this summer. Keep up the great work!

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	\$224.80
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$1,721.46
<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 25, 2023 to Noelle Schrankler at Noelle.Schrankler@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

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