



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Mohave Valley Elementary District

CTD: 08-04-16

Site: Camp Mohave Elementary School

Contacts: Cole Young, Superintendent and Margie Poppin, Food Service Director

Review Date: June 21, 2023

Review Period: June 2023

Review Type: ☒ SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
No findings.			
Site Agreement			
1	The CNPWeb site application was not accurate to meal operations at Camp Mohave Elementary School. Specifically, the site application indicated that Offer Versus Serve was not implemented when Offer Versus Serve was implemented.	Discussed steps required to update site application in CNPWeb to reflect current practice of implementing Offer Versus Serve.	<i>Corrections have been made to the CNPWeb site application. Please provide written assurance that the site applications in ADE's CNPWeb will be accurate to operations.</i>
Site Eligibility			
No findings.			
Menu Planning			
2	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly grain quantities at breakfast were insufficient; 6.0 oz eq grain was served when 6.5 oz eq grain is required weekly at breakfast for grades K-8. This was not a repeat finding from the previous cycle and did not contribute toward 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 Breakfast Program can be found on ADE's website at http://www.azed.gov/hns/nslp under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Breakfast Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library tab. Please note that repeated violations involving food quantities may result in fiscal action.	<i>Please provide a written description of the changes that have been made to ensure that weekly grain quantities at breakfast meet minimum amounts required by the meal pattern for grades K-8.</i>

3	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly grain quantities at lunch were insufficient; 6.0 oz eq grain was served when 6.5 oz eq grain is required weekly at breakfast for grades K-8. This was not a repeat finding from the previous cycle and did not contribute toward 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 http://www.azed.gov/hns/nslp under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/training 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 8 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 for grades K-8.</i>
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Counting & Claiming

No findings.

Media Release

No findings.

SFA Monitoring Responsibilities

No findings.

Civil Rights

No findings.

Food Safety

No findings.

Water

No findings.

Recordkeeping

4	The crediting information recorded on the production record inaccurate. Specifically, cheese and pepperoni pizza served at Camp Mohave Elementary School on June 7, 2023 credited as 2.0 oz eq grain; however, the production record indicated it credited as 3.25 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.	<i>Please provide a production record/recipe that reflects the correct crediting information for cheese and pepperoni pizza. Additionally, 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:

Congratulations on completing the SSO portion of the administrative review! Mohave Valley Elementary District is doing an excellent job providing healthy meals to the community in a welcoming environment 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>

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 July 25, 2023 to Kariann Sadlon at Kariann.Sadlon@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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