



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Tolleson Union High School District

CTD: 07-05-14

Site: La Joya Community High School

Contacts: Nora Gutierrez, Superintendent and Kimberly Luvisi, Director

Review Date: June 15, 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, weekly starchy vegetable quantities were insufficient; 1/4 cup starchy vegetable was documented as served when 1/2 cup starchy vegetable is required weekly. This was not a repeat finding from cycle two and therefore 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.). 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).	Please provide a written description of the changes that have been made to ensure that weekly starchy vegetable quantities at lunch meet minimum amounts required by the meal pattern.
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

- | | | | |
|---|--|--|---|
| 2 | The crediting information recorded on the production records is inaccurate. Specifically, Lunch Juice served at La Joya Community High School daily during the review period credited as 3/4 cup vegetable; however, the production record indicated it credited as 0.75 cups fruit and 0.25 cups 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. | <i>The crediting listed on the production record for Lunch Juice was corrected during the review. Please provide a written description of changes made to ensure crediting is correctly reflected on production records moving forward.</i> |
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Comments/Recommendations:

Congratulations on completing the SSO portion of the administrative review! Tolleson Union High School District is doing a great job providing healthy meals to the community during the summer.

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 14, 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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