



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Window Rock Unified District

CTD: 01-02-08

Site: Window Rock High School

Contacts: Dr. Shannon Goodsell, Superintendent; Anna Marie Perry, Business Manager; Brittany Thompson, Director of Dining Services

Review Date: June 22, 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			
	No Findings		

Counting & Claiming

- | | | |
|--|--|--|
| 1 The same meal service was not provided to all eligible children. Specifically, community children and children attending summer programming did not have the same access to meals at Window Rock High School. All children did not have the option to eat meals on-site or take meals to-go. | Discussed that schools or sites participating under the SSO must ensure community children have the same access to meals as children enrolled in summer school. If meal service times are staggered, the same meal service must be provided to both groups, meaning the same food is served for the same length of time. Referred to SP 09-2017: Questions and Answers for the National School Lunch Program's Seamless Summer Option. | Please provide a written description of changes to the system that will be implemented to ensure that all eligible children receive the same meal service. |
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Media Release

No Findings

SFA Monitoring Responsibilities

No Findings

Civil Rights

No Findings

Food Safety

No Findings

Water

No Findings

Recordkeeping

- | | | |
|---|---|--|
| 2 Separate meal counts were not taken per meal service. Specifically, breakfast and lunch meal counts were not taken separately for curbside pick-up meals. | Discussed that counting records for meals served must align to the day the meal is intended to be consumed. | Please provide a written description of changes to the system that have been implemented to ensure that meal service counts are recorded separately per meal provided. |
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Comments/Recommendations:

Congratulations - Window Rock Unified District has completed the SSO portion of the Administrative Review for School Year 2022-2023. Thank you for your hard work and diligence during the review process. Your efforts to provide safe and healthy meals to your students and community this summer is commendable! 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	\$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 19, 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
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov

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