



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Round Vally Unified District

CTD: 01-02-10

Site: Town Of Eagar - Ramsy Park

Contacts: Slade Morgan, Superintendent, Cass Pond, Business Manager and Joseph Stoiber, Food Service Director

Review Date: July 16, 2024

Review Period: June 2024

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, daily fruit served during breakfast meal service on June 6, 2024, did not meet the minimum daily fruit quantity requirement of 1 cup; specifically, only 3/4 cup of fruit was offered. This was a repeat finding from previous cycle 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, and how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/training under the Online Training Library tab.	<i>Please provide a written description of the changes that have been made to ensure that daily fruit quantities meet minimum amounts required by the meal pattern at breakfast. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.</i>

- 2 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly fruit served during breakfast meal service on June 3-6, 2024, did not meet the weekly fruit quantity requirement of 4 cups; specifically, only 3 3/4 cups of fruits were offered. This was a repeat finding from previous cycle 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, and how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. 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. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library tab.
- Please provide a written description of the changes that have been made to ensure that weekly fruit quantities meet minimum amounts required by the meal pattern at breakfast.*
- 3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly grain served during breakfast service on June 3-6, 2024, did not meet the weekly grain requirement per the meal pattern; specifically, 4.0 oz eq when 6.5 oz eq is required weekly. This was a repeat finding from previous cycle and contributed towards fiscal action calculations.
- Discussed changes to properly identify and count reimbursable meals, per the meal pattern requirements for the National School Breakfast Program can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Meal Pattern tab. The Step-by-Step Instruction: How to 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. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library tab.
- Please provide a written description of the changes that have been made to ensure that weekly grain component quantities meet minimum amounts required by the meal pattern at breakfast.*

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| <p>4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily vegetable served on June 5, 2024, at lunch did not meet the daily minimum requirement of 3/4 cup per the meal pattern; specifically, only 1/4 cup of vegetable was served. This was a repeat finding from previous cycle and contributed towards fiscal action calculations.</p> | <p>Discussed changes that could be made to ensure it doesn't continue (e.g., changes in serving utensils, recipes, etc.), and 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. Please note that repeated violations involving food quantities may result in fiscal action.</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily vegetable quantities meet minimum amounts required by the meal pattern at lunch. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p> |
| <p>5 The following vegetable subgroup was not offered during the review period: Dark Green. This was not a repeat finding from previous cycle and therefore did not contribute towards fiscal action calculations.</p> | <p>Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning 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.</p> | <p><i>Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i></p> |

Counting & Claiming

No findings.

Media Release

No findings.

SFA Monitoring Responsibilities

No findings.

Civil Rights

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| <p>6 The USDA nondiscrimination statement used on program materials is not the most current USDA statement. Specifically, the USDA nondiscrimination statement used on the June 2024 menu is not the most current USDA statement.</p> | <p>Discussed where to find nondiscrimination statement on ADE's website at https://www.azed.gov/hns/civilrights and whether long or short statement would be most appropriate.</p> | <p><i>Please provide an updated menu with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i></p> |
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7 The USDA nondiscrimination statement was not printed on appropriate program materials. Specifically, the July 2024 menu does not have the USDA nondiscrimination statement.

Discussed where to find nondiscrimination statement on ADE's website at <https://www.azed.gov/hns/civilrights> and whether long or short statement would be most appropriate.

Please provide an updated menu with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials will have the USDA nondiscrimination statement.

Food Safety

No findings

Water

No findings.

Recordkeeping

No findings.

Comments/Recommendations:

Congratulations on completing the Administrative Review! Thank you for your hard work and cooperation during this process. It was a pleasure visiting your school and seeing what a great job all of your staff are doing and the amount of delicious meals being served. You are all doing a wonderful job implementing the School Nutrition Programs. Please 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?

- | | | |
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| <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 type="checkbox"/> No - SSO SBP | <input checked="" type="checkbox"/> Yes- SSO SBP | \$1,069.32 |
| <input type="checkbox"/> No - SSO NSLP | <input checked="" type="checkbox"/> Yes- SSO NSLP | \$957.00 |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by September 15, 2024 to Amy Dixon Banire at amy.dixonbanire@azed.gov.

Reviewer Signature Date

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
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov
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This institution is an equal opportunity provider