



ARIZONA DEPARTMENT OF
EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Cottonwood Day School
 CTD: 01-91-05
 Site: Cottonwood Day School
 Contacts: David Propst, School Principle and Clara Judy, School Business Tech
 Review Date: July 8, 2025
 Review Period: June, 2025
 Review Type: sso

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
No findings.			
Site Agreement			
1	Cottonwood Day School was not operating in accordance with provisions of the approved application in CNPWeb. Specifically, the submitted CNPWeb site application indicated that meals are not served to non-program adults; however, meals count records show that meals were sold to non-program adults.	Discussed steps required to update site application in CNPWeb to reflect current practice of meals sold to non-program adult.	<i>Please resubmit a site application for Cottonwood Day School indicating that meals are provided to non-program adults. 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.</i>
Site Eligibility			
No findings.			
Menu Planning			
2	During the week of review, less than 80% of grains served were whole grain-rich. Specifically, only 64.71% of whole grain rich were served at lunch during June 2-6, 2025.	Discussed that at 80% of grains offered throughout the week must be whole grain-rich. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab.	<i>Please provide one week of lunch production records and supporting documentation (CN Label, PFS, ingredient lists, Nutrition Facts labels, etc.) that demonstrate at least 80% of grains served at lunch were whole grain-rich.</i>
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

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|---|--|---|--|
| 3 | Production records did not contain all required sections. Specifically, milk type varieties were not specified and the amount of milk served and left over were completed incorrectly at breakfast and lunch during the review period and day of review. | Discussed required sections of production records. ADE's Updated Fillable Production Record Template with Instructions can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. Production Record Overview Recorded Webinar & Webinar Slides can be found on ADE's website at https://www.azed.gov/hns/nslp/training under the Online Training Library tab. | <i>Please provide copies of completed breakfast and lunch production records for 5 consecutive days, as well as written assurance that all records will be maintained for 5 years. Additionally, the certificate of completion of Production Record Overview must be provided.</i> |
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Comments/Recommendations:

Congratulations! Cottonwood Day School has completed the SSO portion of the Administrative Review for School Year 2024-2025. 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	\$59.64
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$2,528.78
<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 **August 17, 2025** to Amy Dixon Banire at Amy.DixonBanire@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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