



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Isaac Elementary District

CTD: 07-04-05

Site: Pueblo Del Sol Middle School

Contacts: Emerson Sutton, Administrative Assistant; Liliana Mesa-Lima, Interim Superintendent

Review Date: June 12, 2025

Review Period: June 2025

Review Type: ☒ SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	Meals are being served at sites that have not been approved to operate. Specifically, Isaac Middle School was operating breakfast and lunch services June 2-12, 2025 with no approved site application.	Discussed that under the Food Program Permanent Service Agreement (FPPSA) with the Arizona Department of Education, the sponsor agreed to only serve meals at the approved sites.	<i>A site application for Isaac Middle School was submitted on June 12, 2025. Please submit written assurance that meals will not be claimed at sites that have not been approved to operate.</i>
2	Meals served to non-Program adults were not priced appropriately to cover the cost of the meal at Pueblo Del Sol Middle School. Specifically, the SFA is charging \$2.35 for breakfast and \$4.10 for lunch when the minimum requirement is \$2.84 for breakfast and \$4.84 for lunch.	Discussed ways to determine adult meal prices which included a per meal cost analysis or pricing adult meals to reflect the amount of reimbursement received for a free meal plus the per meal value of donated foods.	<i>Please provide a written description of the steps which have been taken to increase adult meal prices, including the exact formula used to price adult meals. Additionally, please provide documentation demonstrating the prices have been increased to the appropriate level and documentation supporting that the difference between the charged price and required price has been restored to the nonprofit school food service account using non-Federal funds during the month of June 2025.</i>
Site Agreement			
<i>No findings.</i>			
Site Eligibility			
<i>No findings.</i>			
Menu Planning			
3	The following vegetable subgroup was not offered to all participants during the review period: red/orange vegetable subgroup. This was not a repeat finding from the previous review cycle and did not contribute towards fiscal action calculations.	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/nsfp/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/nsfp/training under the Online Training Library tab.	<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. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</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

No findings.

Comments/Recommendations:

Congratulations! Isaac Elementary District has completed the SSO administrative review for the 2024-2025 school year.

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 type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	TBD After Fiscal Recalculation
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$4.84
<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 6, 2025 to Destinee Williams at Destinee.Williams@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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