



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Littlefield Unified District

CTD: 08-02-09

Site: Beaver Dam Elementary & Littlefield Unified District Summer Meals - Mobile Site #5 Jones Flat

Contacts: Troy Heaton, Superintendent & Sheree Goessman, Human Resource Director

Review Date: June 18, 2025

Review Period: June 2025

Review Type: sso

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
1	Advertising materials did not contain the required nondiscrimination statement.	Discussed where to find nondiscrimination statement on ADE's website at http://www.azed.gov/hns/civilrights/ and whether long or short statement would be most appropriate.	<i>Please provide written assurance that all advertising materials will include the required nondiscrimination statement. Additionally, provide a updated advertising material with the most current nondiscrimination statement.</i>
Site Agreement			
<i>No Findings.</i>			
Site Eligibility			
<i>No Findings.</i>			
Menu Planning			
2	At Beaver Dam Elementary, daily fruit quantities observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically, insufficient daily fruit quantities were served at breakfast on June 18, 2025. Only 1/2 cup fruit was served when 1 cup fruit is required. This was a repeat finding from a previous review cycle and contributes 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 Breakfast 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 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 note that repeated violations involving food quantities may result in fiscal action.	<i>Please provide a written description of the changes that have been made to ensure that daily fruit quantities at breakfast meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Breakfast Menu must be submitted.</i>

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| <p>3 Daily fruit quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, insufficient daily fruit quantities were served at breakfast on June 4, 2025 at Beaver Dam Elementary and on June 4 and 6, 2025 at Littlefield Unified District Summer Meals - Mobile Site #5 Jones Flat. Only 1/2 cup fruit was served when 1 cup fruit is required daily at breakfast. This was a repeat finding from a previous review cycle and contributes towards fiscal action calculations.</p> | <p>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 Breakfast 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 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 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 fruit quantities at breakfast meet minimum amounts required by the meal pattern.</i></p> |
| <p>4 Daily vegetable quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, insufficient daily vegetable quantities were served at lunch on June 5, 2025 at Beaver Dam Elementary and Littlefield Unified District Summer Meals - Mobile Site #5 Jones Flat. Only 5/8 cup vegetable was served when 3/4 cup vegetable is required daily at lunch. This was a repeat finding from the previous review cycle and contributed towards fiscal action calculations.</p> | <p>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 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 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 at lunch meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p> |
| <p>5 The the following vegetable subgroup was not offered during the review period: Dark Green at Beaver Dam Elementary and Littlefield Unified District Summer Meals - Mobile Site #5 Jones Flat. This was not a repeat finding from the previous review cycle and did not contributed 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

No Findings.

Food Safety

No Findings.

Water

No Findings.

Recordkeeping

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| 6 | Separate production records for Beaver Dam Elementary and Littlefield Unified District Summer Meals - Mobile Site #5 Jones Flat were not maintained. | Discussed that each site is required to maintain separate production records per site. 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 for Beaver Dam Elementary and Littlefield Unified District Summer Meals - Mobile Site #5 Jones Flat, 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> |
| 7 | Breakfast and lunch production records for Beaver Dam Elementary and Littlefield Unified District Summer Meals - Mobile Site #5 Jones Flat did not contain all required sections. Specifically, correct quantities and units of measurement are not included. | 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.</i> |
| 8 | Recipes provided for Beaver Dam Elementary and Littlefield Unified District Summer Meals - Mobile Site #5 Jones Flat did not contain all required sections: number of servings per recipe for Spagaroni. | Discussed all menu items that contain more than 1 ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. Standardized Recipe Template can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning tab. | <i>Please provide an updated recipe for Spagaroni. Additionally, please provide written assurance that all recipes will be updated with number of servings per recipe.</i> |

Comments/Recommendations:

Congratulations! Littlefield Unified District has completed the Seamless Summer Option administrative review for Program Year 2025. It is evident that you are dedicated to providing your community with healthy meals throughout the summer months. Your organization and communication through the review process was appreciated!

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 type="checkbox"/> No - SSO SBP	<input checked="" type="checkbox"/> Yes- SSO SBP	\$704.32
<input checked="" type="checkbox"/> No - SSO NSLP	<input type="checkbox"/> Yes- SSO NSLP	\$576.58

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by August 31, 2025 to Megan Hoovler at Megan.Hoovler@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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