



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: San Carlos Unified District

CTD: 04-02-20

Site: San Carlos High School and Rice Elementary School

Contacts: Debra Dennison, Superintendent and Shelly Fuller Food Service Director

Review Date: July 2, 2025 and July 8, 2025

Review Period: June 2025

Review Type: sso

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations			
	No finding.		
Site Agreement			
	No finding.		
Site Eligibility			
	No finding.		
Menu Planning			
1	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, 1/2 cup vegetable was served at Rice Elementary School on June 6, 2025 when 3/4 cup vegetable required for grades K-5. This was not a repeat finding from the previous review cycle and did not 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, etc.). Discussed with cafeteria staff 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. The Step-by-Step Instruction: How to Plan a Lunch Menu.	<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.</i>
Counting & Claiming			
	No finding.		
Media Release			
	No finding.		

SFA Monitoring Responsibilities

No finding.

Civil Rights

2	Program materials, specifically menus, 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 program materials will include the required nondiscrimination statement. Additionally, provide an updated menu with the most current nondiscrimination statement.</i>
----------	--	--	--

Food Safety

No finding.

Water

No finding.

Recordkeeping

3	Production record crediting for San Carlos High School during the week of review was inaccurate. Specifically, the following items did not reflect correct crediting information: Cereal and Toast served at breakfast, Breakfast Pizza, and Chicken Sandwich. Additionally the following items served at Rice Elementary Did not reflect the correct crediting information: Sausage Biscuit and Poptart served at breakfast.	Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Additionally discussed that crediting information is not a required element of a production record and therefore is not required to be included on the production record. Crediting resources can be found on ADE's website at https://www.azed.gov/hns/nslp/forms under the Menu Planning accordion.	<i>Please provide a written description of changes made to ensure crediting is correctly reflected on production records. If the operation chooses not to include the optional crediting information on the production record moving forward, please provide production records for 5 consecutive days demonstrating that it is no longer included.</i>
----------	---	--	---

Comments/Recommendations:

Thank you for your participation in the Summer Seamless Option (SSO) program. San Carlos Unified District provides a vital service to the local community during the summer months, especially in a remote area where access to nutritious meals and student support services may be limited. The State agency commends your dedication and innovation, particularly your integration of health education into non-congregate meal operations. The distribution of dental hygiene kits to participating youth is an excellent example of how to enhance the overall well-being of students beyond nutrition. We appreciate your continued commitment to serving children and families in your community.

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 August 28, 2025 to Ana Gandarilla at Ana.gandarilla-begay@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

"We are a service organization committed to raising academic outcomes and empowering parents."

This institution is an equal opportunity provider