



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Southgate Academy, Inc.

CTD: 10-87-79

Site: Southgate Academy

Contacts: Sylvia Calmelate, Superintendent & Erica Saldivar, Food Service Director

Review Date: June 20, 2025

Review Period: June 2025

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 | <p>Daily fruit quantities observed during the review period did not meet minimum amounts required by the 9-12 lunch meal pattern. Specifically, 1/2 cup fruit was served at lunch on June 2, 2025 when 1 cup fruit is required daily for grades 9-12 . This was not a repeat finding from the previous review cycle and did not contribute 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.). 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 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 and/or termination of performance-based reimbursement (extra 8 cents).</p> | <p><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 for grades 9-12. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu.</i></p> |
|---|--|--|---|

2 Weekly fruit quantities observed during the review period did not meet minimum amounts required by the 9-12 meal pattern. Specifically, 4 7/8 cups of fruit was served during the week of review when 5 cups fruit is required weekly for grades 9-12. This was not a repeat finding from the previous review cycle and did not contribute 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 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.

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 for grades 9-12.

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:

Thank you for your participation in the Seamless Summer Option for Summer Feeding. I truly appreciate your warm hospitality and the attention to detail you demonstrated throughout the review process. It was a pleasure to see how STEM activities were thoughtfully integrated as a lead-in to both breakfast and lunch meal services—what a great way to engage students! To further strengthen your operations, I encourage close attention to the K-8 and K-12 production records to ensure that the correct meal patterns are accurately reflected.

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 15, 2025 to 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