



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Saint Joseph Catholic Parish

CTD: 10-20-43

Site: Saint Joseph Catholic School

Contacts: Sheri Dahl, Superintendent of Catholic Schools and Katie Bronkema Lunch Coordinator

Review Date: June 19, 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 an updated advertising material with the most current nondiscrimination statement.</i>
Site Agreement			
	No finding		
Site Eligibility			
	No finding		
Menu Planning			
2	The following vegetable subgroups were not offered during the review period: Dark Green and Beans/Peas (legumes) subgroups. 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>

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| <p>3 During the week of review, less than 80% of grains served were whole grain-rich at breakfast. Specifically only 66.67% of grains used were whole grain-rich. This was due to use of enriched flour tortilla used in Egg and Potato Burrito served on June 4, 2025.</p> | <p>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.</p> | <p><i>Please provide one week of breakfast production records and supporting documentation (CN Label, PFS, ingredient lists, Nutrition Facts labels, etc.) that demonstrate at least 80% of grains served at breakfast were whole grain-rich.</i></p> |
| <p>4 During the week of review, less than 80% of grains served were whole grain-rich. Specifically only 72.73% of grains used were whole grain-rich. This was due to use of an enriched flour tortilla used in Chicken Alambre Burrito served on June 3, 2025.</p> | <p>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.</p> | <p><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></p> |

Counting & Claiming

No finding

Media Release

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| <p>5 SFA did not make public the availability and location of free meals for students throughout the summer.</p> | <p>Discussed that sponsors must provide a media release announcing the availability of free meals to a media outlets (e.g., newspapers, television and radio stations, city government websites, etc.) serving the area where the sites are located. Referred to USDA's Administration Guide for the Summer Food Service Program found on ADE's website at https://www.azed.gov/hns/sfsp.</p> | <p><i>Please provide a template of the document that will be provided to media outlets announcing the availability of free meals during the summer. Additionally, please provide a written description of the steps that will be taken to ensure this requirement is met in future program years.</i></p> |
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SFA Monitoring Responsibilities

No finding

Civil Rights

No finding

Food Safety

No finding

Water

No finding

Recordkeeping

No finding

Comments/Recommendations:

Thank you for participating in the Seamless Summer Option (SSO) to provide meals to students during the summer. To enhance program operations and ensure compliance with the USDA requirements, it is recommended that the Food Service Director regularly monitor menus and production records provided by the meal vendor. This oversight helps verify that all meals meet the meal pattern requirement.

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 20, 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

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