



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Seamless Summer Option Administrative Review Summary Report

Sponsor: Gila Bend Unified District

CTD: 07-02-24

Site: Gila Bend High School

Contacts: Robert Varner, Superintendent and Sherry Wallace, Chief Financial Officer

Review Date: June 2024

Review Period: May 28-31, 2024

Review Type:  SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
<b>SFA Operations</b>			
	<i>No Findings.</i>		
<b>Site Agreement</b>			
	<i>No Findings.</i>		
<b>Site Eligibility</b>			
	<i>No Findings.</i>		
<b>Menu Planning</b>			
1	Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 1/2 a cup of vegetable was served from May 28 - 31, 2024 when 3/4 cup is required daily at lunch for grades K-8. This was a repeat finding from the previous cycle and 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 <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern tab. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> 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 7 cents).	<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 Using Appropriate Serving Utensils must be submitted.</i>

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| <p>2 The following vegetable subgroups were not offered during the review period: Dark Green and Beans/Peas(Legumes). This was a repeat finding from the previous cycle and 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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> 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 at lunch. Additionally, the certificate of completion of Step-by-Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p> |
| <p>3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 1/8 cup of red/orange vegetables were served from May 28 - 31, 2024 when 3/4 cup is required at lunch for grade K-8. This was a repeat finding from the previous 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.). 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 <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern tab. The Step-by-Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> 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 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly red/orange vegetable quantities meet minimum amounts required by the meal pattern at lunch.</i></p>   |
| <p>4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, only 2 cups of vegetables were served from May 28 - 31, 2024 when 3 cups are required weekly at lunch for grades K-8. This was a repeat finding from the previous 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.). 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 <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Meal Pattern tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>  | <p><i>Please provide a written description of the changes that have been made to ensure that weekly vegetable quantities meet minimum amounts required by the meal pattern at lunch.</i></p>  |

5 During the week of review, less than 80% of grains served were whole grain-rich.	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 <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab.	<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>
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**Counting & Claiming**

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6 Separate meal counts were not kept by site. Specifically, one sheet is used to tally meal counts for all meals provided at Gila Bend High School and Gila Bend Elementary School.	Discussed that counting records for meals served must align to the meal being served (i.e., breakfast or lunch), the date the meal is to be consumed, and the site which the meal is served at and claimed under.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal service counts are recorded separately per site.</i>
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**Media Release**

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*No Findings.*

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**SFA Monitoring Responsibilities**

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*No Findings.*

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**Civil Rights**

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7 The "And Justice for All" poster displayed was not the most current.	Discussed requirements of displaying an updated poster and where to find a printable "And Justice For All" poster on ADE's website at <a href="https://www.azed.gov/hns/civilrights">https://www.azed.gov/hns/civilrights</a> . Referred to HNS 08-2019 USDA Nondiscrimination And Justice for All Poster Clarification.	<i>The most current version of the "And Justice for All" was posted during the on-site review and no further action is needed.</i>
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8 Advertising materials did not contain the required nondiscrimination statement. Additionally, the Civil Rights Guidance and Complaint Procedures form did not contain the correct nondiscrimination statement.	Discussed where to find nondiscrimination statement on ADE's website at <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a> and whether long or short statement would be most appropriate.	<i>Please provide written assurance that all publications, posters, and informational materials will include the required nondiscrimination statement. Additionally, provide an updated advertising material and an updated Civil Rights Guidance and Complaint Procedures with the most current nondiscrimination statement .</i>
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**Food Safety**

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*No Findings.*

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**Water**

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*No Findings.*

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**Recordkeeping**

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9 Lunch production records and menus do not accurately reflect what is being served. Specifically, the Lunch production record for May 30, 2024 indicated a fruit was served but did not name what specific fruit was served.	Discussed posted menus and completed production records should accurately reflect what food components are served.	<i>Please provide written assurance that menus posted and production records will accurately reflect what components were served at the site.</i>
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| <p>10 The crediting information recorded on the lunch production record is inaccurate. Specifically, the Salad served at Gila Bend High School on May 30, 2024 credited as 1.25 cups of other vegetables; however, the production record indicated it credited as 0.50 cup of dark green vegetables. In addition, the Gala Apple served on May 31, 2024 credited as 1 cup of fruit; however, the production record indicated it credited as 0.50 cup of fruit.</p> | <p>Discussed how to credit meal components and importance of ensuring consistency with recipes, labels, and production records. Crediting resources can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab.</p> | <p><i>Please provide a production record that reflects the correct crediting information for fruit and vegetable components. Additionally, please provide a written description of changes made to ensure crediting is correctly reflected on recipes and production records.</i></p> |
| <p>11 Separate production records were not kept by site. Specifically, one production record was used to document for all meals served at Gila Bend High School and Gila Bend Elementary School.</p>   | <p>Discussed that sites must keep separate production records and the production records must align to the grade group and site that is being served.</p>   | <p><i>Please provide a written description of changes to the system that have been implemented to ensure that production records are kept separately per site.</i></p>  |

**Comments/Recommendations:**

Congratulations, Gila Bend Unified District has successfully completed the administrative review for the 2024 Seamless Summer Option. It is recommended that trainings in Meal Pattern Requirements and Menu Planning are completed throughout the year. It is also recommended that internal compliance checks are conducted periodically in these critical areas to maintain program integrity. Thank you for your cooperation during the review process.

**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?**

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| <input type="checkbox"/> No- SBP                 | <input checked="" type="checkbox"/> Yes- SBP      | \$16,761.18 |
| <input type="checkbox"/> No- NSLP                | <input checked="" type="checkbox"/> Yes- NSLP     | \$2,435.40  |
| <input checked="" type="checkbox"/> No - SSO SBP | <input type="checkbox"/> Yes- SSO SBP             |             |
| <input type="checkbox"/> No - SSO NSLP           | <input checked="" type="checkbox"/> Yes- SSO NSLP | \$82.65     |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by September 8, 2024 to Jackie Rodriguez at [Jackie.Rodriguez@azed.gov](mailto:Jackie.Rodriguez@azed.gov).

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Reviewer Signature                      Date

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

This institution is an equal opportunity provider