



ARIZONA DEPARTMENT OF EDUCATION

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Safford Unified District
CTD: 05-02-01
Site: Safford Middle School
Contacts: AJ Taylor, Superintendent
Frank Gutierrez, Director of Support Operations

Review Date: June 18, 2024
Review Period: June 2024
Review Type: SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
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SFA Operations

1	On June 13, 2024, June 17, 2024, June 18, 2024, June 19, 2024, June 20, 2024, June 26, 2024, and June 29, 2024 for breakfast and lunch meal services, SFA distributed daily meals in excess of the allowable amount per the site cap of 680 on the site application. This contributed toward fiscal action calculations.	Discussed the maximum number of meals that may be offered per day are up to the meal cap on the site application.	<i>Please provide written assurance that no more than two meals or one meal and one snack per child, per day will be distributed.</i>
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Site Agreement

No findings.

Site Eligibility

No findings.

Menu Planning

2	Documentation did not support that all required meal components were offered and served during the review period. Specifically, breakfast on June 7, 2024 did not include fruit. Additionally, lunches served on June 3, 2024, June 4, 20-24, June 5, 2024, June 6, 2024, and June 7, 2024 did not include fruit. This contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received.	Discussed that all required components must be made available to all participating children at the beginning and throughout meal services. Additionally, discussed options for offering a variety of items as part of the reimbursable meal and options for adjusting what is offered on each meal service line.	<i>Please provide a written description of the changes that have been made to ensure that all required meal components are available on every reimbursable meal service line to all eligible participants. Additionally, please provide one week of breakfast and lunch production records that demonstrate meal pattern compliance.</i>
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3 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, on June 3, 2024, June 4, 2024, and June 6, 2024 during the review period the daily minimum of 1 cup of fruit was not offered at breakfast. This was a repeat finding from cycle two 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 AND 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 Lunch Menu AND 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 and/or termination of performance-based reimbursement (extra 7 cents).

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.

4 Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the weekly fruit requirement was not met at breakfast; 3 cups fruit was offered when 5 cups fruit is required weekly. Specifically, the weekly fruit requirement was not met at lunch; 0 cups fruit was offered when 5 cups fruit is required weekly. This was determined to be a repeat finding from the previous cycle and contributed toward 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 AND 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 Lunch Menu AND 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 and/or termination of performance-based reimbursement (extra 7 cents).

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. Additionally, the certificate of completion of Using Appropriate Serving Utensils must be submitted.

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| 5 | Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, the weekly grain requirement was not met at breakfast; 6 oz. equivalents was offered when 9 oz. equivalents is required weekly. This was not a repeat finding from cycle two 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 AND 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 Lunch Menu AND 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 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 weekly grain quantities 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> |
| 6 | Fluid milk was not available in at least two varieties for breakfast and lunch meal service during the review period of June 3, 2024, June 4, 2024, June 5, 2024, June 6, 2024, and June 7, 2024. This was not a repeat finding from cycle two and did not contribute towards fiscal action calculations. | Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. The meal pattern tables can be found on ADE's website at https://www.azed.gov/hns/sfsp under the Meal Pattern accordion. | <i>Please provide one week of breakfast and lunch production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast and lunch.</i> |

Counting & Claiming

No findings.

Media Release

No findings.

SFA Monitoring Responsibilities

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| 7 | There is not a plan in place to ensure all SSO sites are reviewed at least once during each site's operation. | Discussed requirement to review all SSO sites at least once during operation each year, referred to template site review form at https://www.azed.gov/hns/sfsp/sfspfoms/ under the Operating section. | <i>Please provide a written description of how you will ensure that each SSO site will be reviewed at least once during operation each year and written assurance that this will occur.</i> |
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Civil Rights

No findings.

Food Safety

No findings.

Water

No findings.

Recordkeeping

No findings.

Comments/Recommendations:

Congratulations on completing the Administrative Review! Thank you for your hard work and cooperation during this process. It was a pleasure visiting your school and seeing what a great job you are doing and the amount of delicious meals being served. You are doing a wonderful job implementing the School Nutrition Programs. Please keep up the great work!

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 type="checkbox"/> No- SBP	<input checked="" type="checkbox"/> Yes- SBP	\$4,142.70
<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	\$8,028.93
<input type="checkbox"/> No - SSO NSLP	<input checked="" type="checkbox"/> Yes- SSO NSLP	\$12,793.35

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by November 15, 2024 to Elsa Ramirez at Elsa.Ramirez@azed.gov.

Elsa Ramirez

Digitally signed by Elsa Ramirez
Date: 2024.10.22 13:30:00 -07'00'

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

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