



## Arizona Department of Education

### Health and Nutrition Services Division

#### Seamless Summer Option Administrative Review Summary Report

Sponsor: Mohawk Valley Elementary District

CTD: 14-04-17

Site: Mohawk Valley School

Contact: Shanna Johnson Superintendent and Jaqueline Fox, Food Service Director

Review Date: May 21, 2020

Review Period: April 2020

Review Type: ☒ SSO

Review Findings	Technical Assistance Provided	Required Corrective Action
<b>SFA Operations</b>		
1. Advertising materials did not contain the required non-discrimination statement.	Discussed where to find non-discrimination 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>An updated advertising material with the required non-discrimination statement has already been provided. No further corrective action is required.</i>
2. CNPWeb site application indicates weekly days of operation are Monday-Friday, however, Friday meals are served on Thursday.	Discussed weekly days of operation should be Monday-Thursday, not Monday-Friday. Additionally, discussed updating CNPWeb site application to reflect current end date of operation.	<i>Please submit a copy of the approved site application demonstrating the correct operating days and operation end date. Additionally, please provide written assurance that CNPWeb site application will accurately reflect current practices.</i>

3. Dates and times of operation did not match the dates and times approved in CNPWeb. Specifically, approved meal service time is 11:00am-12:30pm, however site is operating 11:00am-12:00pm. Additionally, CNPWeb site application indicates operation end date is April 10, 2020, however, operation end date was extended to May 22, 2020.

Discussed that all dates and times of operation must be approved in CNPWeb.

*Please submit a copy of the approved site application demonstrating the correct operating dates and times. Additionally, please provide written assurance that meal service will only occur for approved dates and/or times.*

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#### Site Agreement

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No findings.

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#### Site Eligibility

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No findings.

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#### Menu Planning

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4. SFA did not submit a waiver to ADE and/or keep daily records of meals with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, meal pattern waivers were not submitted for: Breakfast Insufficient Fruit Quantities (4/22 and 4/23) and Lunch Insufficient Vegetable Quantities (4/22 and 4/23).

Discussed that ADE is permitted to provide SSO meal reimbursements when the meal pattern is unable to be met by the SFA providing the meals due to shortages and/or supply chain issues. SFAs must maintain daily records of meals with meal pattern deficiencies by component, per meal service. To support the claim for reimbursement of meals, the SFA is required to provide a meal pattern waiver request form to ADE. Effective June 1, 2020, all meals claimed for reimbursement must meet the meal pattern.

*Please submit a waiver to ADE for each occurrence where the meal pattern was not met. Additionally, please provide written assurance that if the meal pattern cannot be adhered to for all meal services at all times, a waiver will be submitted to ADE.*

5. Production records provided are not accurate. Specifically, Tuesday of the week of review production record indicates Mini Cheese & Green Chili Chimi (3) is served, however, 1 Chicken & Cheese Burrito is served.

Disused production records must reflect actual items being served.

*Please provide an updated mock production record indicating Chicken & Cheese Burrito is served.*

<p>6. The Salad recipes provided is not accurate. Specifically, the yield/serving size is not accurate for amount of ingredients being used. Additionally, the recipe is missing required sections: preparation instructions and HACCP instructions.</p>	<p>Discussed all menu items that contain more than one ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. Examples of standardized recipes can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. 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 written assurance that all recipes will be updated to include all required sections. Additionally, provide an updated recipe for Salad.</i></p>
<p>7. The Chicken Alfredo Pasta recipe provided is missing HACCP instructions.</p>	<p>Discussed updating recipes to include HACCP instructions.</p>	<p><i>Please provide written assurance that all recipes will include HACCP instructions. Additionally, provide an updated recipe for Chicken Alfredo Pasta.</i></p>
<p>8. Although advertising literature was provided for Chicken &amp; Cheese Burrito and credited towards meal pattern, required documentation (CN label or PFS) was not provided to reviewer.</p>	<p>Discussed when processed products are used in Child Nutrition Programs to meet the meal pattern requirement, the product's contributions must be determined. CN Labels and/or Product Formulation Statements provide valuable crediting information; and only these will be accepted as proper crediting documentation. Guidance on Product Formulation Statements and CN Labels can be found on ADE's website under the Processed Product Documentation section found at <a href="http://www.azed.gov/hns/nslp/mealpattern">www.azed.gov/hns/nslp/mealpattern</a>. The CN Labels and Product Formulation Statements Recorded Webinar &amp; Webinar Slides can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/">http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/</a>.</p>	<p><i>Please provide a CN label and/or Product Formulation Statement for the Chicken &amp; Cheese Burrito. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.</i></p>

9. Although advertising literature was provided for PB&J and credited towards meal pattern, required documentation (CN label or PFS) was not provided to reviewer.

Discussed when processed products are used in Child Nutrition Programs to meet the meal pattern requirement, the product's contributions must be determined. CN Labels and/or Product Formulation Statements provide valuable crediting information; and only these will be accepted as proper crediting documentation. Guidance on Product Formulation Statements and CN Labels can be found on ADE's website under the Processed Product Documentation section found at

[www.azed.gov/hns/nslp/mealpattern](http://www.azed.gov/hns/nslp/mealpattern)

n. The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainings/snparchivedwebinars/>.

*Please provide a CN label and/or Product Formulation Statement for the PB&J. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.*

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#### Counting & Claiming

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No findings.

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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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10. The "And Justice for All" poster was not displayed at each point of service. Specifically, the "And Justice for All" poster is displayed inside of the cafeteria. Meals are currently being served in the school parking lot.

Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at <http://www.azed.gov/hns/civilrights/>.

*Please provide pictures to demonstrate the posters are now displayed near all points of service. Additionally, please provide written assurance that the "And Justice For All" poster has been displayed near all points of service where program participants can view it.*

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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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**Comments/Recommendations:**

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Congratulations! The Seamless Summer Option of your SY 2019-2020 Administrative Review is complete. Thank you for your prompt assistance while gathering documents.

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**Fiscal Action Assessed?**

<input type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	TBD
<input type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	TBD
<input checked="" type="checkbox"/> No - SSO	<input checked="" type="checkbox"/> Yes- SSO	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 17, 2020 to Jennifer McDonald at Jennifer.McDonlad@azed.gov.



5/29/2020

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the National School Lunch Program Administrative Review Appeal Procedures found here:

<https://cms.azed.gov/home/GetDocumentFile?id=58dbe2581130c01500d4b08b>

Kathy Hoffman, Superintendent of Public Instruction  
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