



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Wellton Elementary District

CTD: 14-04-24

Site: Wellton Elementary School

Contact: Lisa Jameson, Principal and Teresa Valdez, Food Services Clerk/Director

Review Date: May 28, 2020

Review Period: April 2020

Review Type: ☒ SSO

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>An updated advertising material with the required non-discrimination statement has already been provided. No further corrective action is required.</i>

Site Agreement

No findings.

Site Eligibility

No findings.

Menu Planning

2. Recipes provided did not contain all required sections: Specifically, Breakfast Sandwich recipe does not indicate yield/portion size. Additionally, the ingredients list does not indicate amounts of items needed.

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 www.azed.gov/hns/nslp/mealpattern. 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 an updated recipe for Breakfast Sandwich . Additionally, please provide written assurance that all recipes will be updated with yield/portion size.

3. Recipes provided did not contain all required sections: Specifically, Grilled Cheese recipe ingredients list does not indicate how many slices of bread and cheese to use. The directions indicate 2 slices of cheese, however, amount of bread is not indicated.

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 www.azed.gov/hns/nslp/mealpattern. 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 an updated recipe for Grilled Cheese . Additionally, please provide written assurance that all recipes will be updated with amounts of items needed.

4. Recipes provided did not contain all required sections: Specifically, Hot Dog recipe ingredients list does not indicate amounts of items needed.

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 www.azed.gov/hns/nslp/mealpattern. 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 an updated recipe for Hot Dog.

5. Recipes provided are not accurate. Specifically, Pork Torta recipe indicates 20z of pork is used, however, 2oz of pork is used.

Discussed updated the recipe to reflect actual amount of pork used.

Please provide an updated recipe for Pork Torta. Additionally, provide written assurance that all recipes will be reviewed for accuracy.

Counting & Claiming

No findings.

Media Release

No findings.

SFA Monitoring Responsibilities

No findings.

Civil Rights

No findings.

Food Safety

No findings.

Water

No findings.

Comments/Recommendations:

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

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	<input type="checkbox"/> Yes- SSO	\$0.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 1, 2020 to Jennifer McDonald at Jennifer.McDonlad@azed.gov.



6/3/2020

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>

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