



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Legacy Traditional School - North Chandler

CTD: 07-84-09

Site: Legacy Traditional School - Laveen Village

Contact: Nicole Kirkley, Superintendent and Brittany Hunt, Food Service Director

Review Date: May 29, 2020

Review Period: April 2020

Review Type: ☒ SSO

Review Findings	Technical Assistance Provided	Required Corrective Action
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SFA Operations

1. The availability and location of free meals at area-eligible sites was not advertised to the community.	Discussed feasible methods for doing this.	<i>Please provide a written description of the advertisements that will be used to notify the community of the availability and location of free meals and written assurance that this will occur each year.</i>
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Site Agreement

No findings.

Site Eligibility

No findings.

Menu Planning

2. Cheese Pizza recipe is not accurate. Specifically m/ma credits as 1.25oz/eq m/ma, not 1.5oz/eq m/ma.	Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Referred to the meal pattern webpage - http://www.azed.gov/hns/nslp/mealpattern/ .	<i>Please provide an updated recipe for Cheese Pizza. Additionally, provide written assurance that all recipes will be reviewed for accuracy.</i>
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Counting & Claiming

3. Meal count totals by category for the month of review were not correctly combined and recorded. Specifically, 2 breakfast meals were over-claimed. This was deemed a non-systemic error 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.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal service lines provide an accurate count by eligibility category.</i>
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Media Release

No findings.

SFA Monitoring Responsibilities

No findings.

Civil Rights

4. 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, however, 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/ .	<i>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.</i>
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Food Safety

5. The written food safety plan did not include adequate SOPs for serving non-congregate meals in parking lots.	Discussed sample SOPs and guidelines for Critical Control Points (CCPs) found in USDA's Guidance on creating a Food Safety can be found on ADE's website at http://www.azed.gov/hns/nsfp/food_safety/ .	<i>Please provide a copy of the SOP for serving non-congregate meals in parking lots.</i>
6. Instructions/handout that explains how to store meals until consumption was not provided with meals.	Discussed instructions should be provided to families on how to keep food safe until consumption.	<i>Please provide the instructions/handout that will be provided to families on how to keep food safe until consumption.</i>

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	\$4.40

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 7, 2020 to Jennifer McDonald at Jennifer.McDonlad@azed.gov.



6/9/2020

Reviewer Signature

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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