



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Bouse Elementary District

CTD: 15-04-26

Site: Bouse Bus Route #1 - Bouse ESD

Contact: Ronald Fletcher, Superintendent and Jeff Hall, Cafeteria Manager/Nutrition Services

Review Date: June 9, 2020

Review Period: April 2020

Review Type: ☒ SSO

No.	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>Please provide written assurance that all advertising materials will include the required nondiscrimination statement. Additionally, provide an updated advertising material with the most current nondiscrimination statement.</i>
Site Agreement			
2	Total operating days and times of operation did not match the times approved in CNPWeb.	Discussed that all dates and times of operation must be approved in CNPWeb.	<i>SFA submitted a revised site application. Please provide written assurance that applications submitted in CNPWeb will accurately reflect operations.</i>
Site Eligibility			
No findings.			

Menu Planning

3

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, daily vegetable quantities were not met at lunch on 4/6–4/9. This was not a repeat finding from cycle two and did not contribute 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., increased vegetable portions, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingsps/online/>. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingsps/snparchivedwebinars/>. 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 will be made to ensure that daily vegetable quantities at lunch meet minimum amounts required by the meal pattern. Please include the minimum amount of vegetable that will be offered on a daily basis. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu.

4

Quantities observed during the review period did not meet minimum amounts required by the meal pattern. Specifically, weekly vegetable quantities were not met at lunch. This was not a repeat finding from cycle two and did not contribute 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., increased vegetable portions, etc.). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at www.azed.gov/hns/nslp/mealpattern. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingsps/online/>. The Using Appropriate Serving Utensils Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingsps/snparchivedwebinars/>. 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 will be made to ensure that weekly vegetable quantities at lunch meet minimum amounts required by the meal pattern. Please include the minimum amount of vegetable that will be offered on a weekly basis.

5	<p>The following vegetable subgroups were not offered during the review period: dark green, legumes, and starchy. This was determined to be a repeat finding from cycle two and contributed toward 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 www.azed.gov/hns/nslp/mealpattern/. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingsps/online/. Please note that repeated violations involving vegetable sub-groups 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 will be made to ensure compliance with the vegetable subgroups. Please include the minimum amount of each vegetable subgroup that will be offered on a weekly basis.</i></p>
6	<p>During the week of review, at least 50% of the grains served at lunch were not whole grain rich.</p>	<p>Discussed whole grain-rich requirements. 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 http://www.azed.gov/hns/nslp/mealpattern/. The Making Sense of the Whole Grain Flexibilities in School Year 2019-2020 Recorded Webinar and Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingsps/snparchivedwebinars/.</p>	<p><i>Please provide a written description of the changes that will be made to ensure that at least 50% of the grains served at lunch are whole grain-rich. Please include the planned amount of enriched grains and the planned amount of whole grain-rich grains that will be offered on a weekly basis. Additionally, the certificate of completion of Making Sense of the Whole Grain Flexibilities in School Year 2019-2020 must be submitted.</i></p>
Counting & Claiming			
<i>No findings.</i>			
Media Release			
<i>No findings.</i>			
SFA Monitoring Responsibilities			
<i>No findings.</i>			
Civil Rights			
7	<p>The "And Justice for All" poster was not displayed at each point of service. Specifically, the "And Justice for All" poster was posted at Bouse Elementary School where program participants were not able to view it.</p>	<p>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/.</p>	<p><i>Please provide a written description of where the "And Justice for All" poster will be displayed if a mobile site is utilized in the future.</i></p>

Food Safety

8 The written food safety plan did not include adequate SOPs for serving non-congregate meals at bus stops or home deliveries.	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/nslp/food_safety/ .	<i>Please provide a copy of the new SOPs included in the written food safety plan.</i>
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Water

No findings.

Comments/Recommendations:

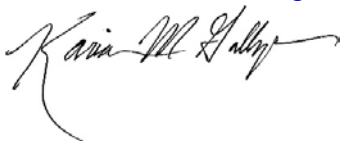
Congratulations, Bouse Elementary District has completed the SSO Administrative Review for the 2019-2020 school year. Thank you for your cooperation and sense of urgency during the review process. I appreciate the effort your team is making to make sure your students are receiving healthy school meals during this unprecedented time.

Fiscal Action Assessed?

- | | |
|--|------------------------------------|
| <input checked="" type="checkbox"/> No- SBP | <input type="checkbox"/> Yes- SBP |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP |
| <input checked="" type="checkbox"/> No - SSO | <input type="checkbox"/> Yes- SSO |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 15, 2020 to Kariann Gallegos at 1535 West Jefferson Street Bin #7, Phoenix, AZ 85007 or Kariann.Gallegos@azed.gov.



6/12/2020

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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