



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Cartwright Elementary District

CTD: 07-04-83

Site: Cartwright School

Contact: LeeAnn Lawlor, Superintendent and Diane Gruman, Director, Food Services

Review Date: June 10, 2020

Review Period: May 2020

Review Type: ☒ SSO

Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations		
No findings.		
Site Agreement		
No findings.		
Site Eligibility		
No findings.		
Menu Planning		
No findings.		
Counting & Claiming		
1. Meal counts for each meal service during the month of review were not correctly recorded. Specifically, one meal count sheet was used for breakfast and lunch.	Discussed how each meal service (breakfast and lunch) is required to have a separate meal counting sheet, even if the meals are served at the same time. Referred to HNS 21-2020 Operating Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) during Unanticipated School Closures due to Coronavirus Outbreaks found on ADE's website at https://www.azed.gov/hns/memos/	<i>Please provide a weeks' worth of meal count sheets that demonstrate accurate meal counting for multiple meals served at the same time. Additionally, please provide a written description of changes to the system that have been implemented to ensure that meal counts for each meal service are recorded separately.</i>

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.

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

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.



6/18/2020

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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