



## Arizona Department of Education

### Health and Nutrition Services Division

#### Seamless Summer Option Administrative Review Summary Report

Sponsor: Chino Valley Unified District

CTD: 13-02-51

Site: Bus 26 Territorial Early Childhood Center Route - Chino Valley Unified District

Contacts: John Scholl, Superintendent and Rebekka Bartels, Director of Business Services

Review Date: June 17, 2020

Review Period: May 2020

Review Type: ☒ SSO

Review Findings	Technical Assistance Provided	Required Corrective Action
<b>SFA Operations</b>		
1. The USDA nondiscrimination statement used on the monthly menu is not the most current USDA statement.	Discussed where to find nondiscrimination 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>Please provide an updated menu with the correct nondiscrimination statement. Additionally, please provide written assurance that all program materials have been updated with the proper language.</i>
<b>Site Agreement</b>		
No findings.		
<b>Site Eligibility</b>		
No findings.		
<b>Menu Planning</b>		
No findings.		
<b>Counting &amp; Claiming</b>		
2. Meal counts for each meal service during the month of review were not correctly recorded. Specifically, one meal count sheet for both breakfast and lunch meals were used.	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 Memo HNS #21-2020: <a href="https://cms.azed.gov/home/GetDocumentFile?id=5e98766203e2b3173c94997f">https://cms.azed.gov/home/GetDocumentFile?id=5e98766203e2b3173c94997f</a>	<i>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. Additionally, please provide a weeks' worth of meal count sheets during the month of June that demonstrates correct meal counting practices.</i>

3. For the month of review, the number of days served on the monthly claim was inaccurate. Specifically, the number of days meals were distributed was indicated, not the number of days meals were intended to be consumed.

Discussed how the number of days served on the monthly claim must reflect the number of days meal were served to be consumed. Referred to Memo HNS #21-2020: <https://cms.azed.gov/home/GetDocumentFile?id=5e98766203e2b3173c94997f>

*Please provide a written description of changes to the system that have been implemented to ensure that the number of days served on the monthly claim is accurate. Additionally, please provide a copy of June monthly claim and daily meal count sheets for Bus 26 Territorial Early Childhood Center Route - Chino Valley Unified District.*

4. Meal count totals for the month of review were not correctly claimed. Specifically, meals were claimed in the month they were distributed, not the month in which they were to be consumed.

The counting records for the meals must align to the day the meal is intended to be consumed. Referred to Memo HNS #21-2020: <https://cms.azed.gov/home/GetDocumentFile?id=5e98766203e2b3173c94997f>

*Please provide a written description of changes to the system that have been implemented to ensure that monthly meal counts will be claimed in the month the meals are to be consumed, not when the meals are distributed. Additionally, please provide a copy of June monthly claim and daily meal count sheets for Bus 26 Territorial Early Childhood Center Route - Chino Valley Unified District.*

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#### Media Release

No findings.

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#### SFA Monitoring Responsibilities

No findings.

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#### Civil Rights

No findings.

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#### Food Safety

No findings.

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#### Water

No findings.

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#### Comments/Recommendations:

Congratulations, Chino Valley Unified District has successfully completed the Seamless Summer Option (SSO) review for the 2019-2020 school year. Thank you for your cooperation during the review process. You and your team are doing a wonderful job ensuring the students in your community are receiving healthy meals during this unprecedented time.

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#### Fiscal Action Assessed?

<input type="checkbox"/> No- SBP	<input checked="" type="checkbox"/> Yes- SBP	\$477.76
<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 13, 2020 to Kerrie Zigler at [Kerrie.Zigler@azed.gov](mailto:Kerrie.Zigler@azed.gov) or 1535 W. Jefferson St., Bin #7, Phoenix, AZ 85007.



6/22/2020

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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