



## Arizona Department of Education

### Health and Nutrition Services Division

#### Seamless Summer Option Administrative Review Summary Report

Sponsor: Sacaton Elementary District

CTD: 11-04-18

Site: Sacaton Middle School

Contact: Dr. Cherryl Paul, Superintendent & William Trotter, Food Service Director

Exit Date: June 17, 2020

Review Period: April 2020

Review Type: ☒ SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
<b>SFA Operations</b>			
1	SFA only had 1 site approved in CNPWeb when there should've been 3 additional sites that were bus routes.	Discussed that bus routes should be their own sites in CNPWeb and advised SFA to add these and submit site applications.	<i>Additional sites were added to CNPWeb. No further corrective action required.</i>
2	Dates of operation did not match the dates approved in CNPWeb.	Discussed that all dates of operation must be approved in CNPWeb and advised SFA to update the site application.	<i>Please submit a copy of the approved site application demonstrating the correct operating dates. Additionally, please provide written assurance that meal service will only occur for approved dates.</i>
	No finding.	The number of operating days in the site application was incorrect. Discussed that this is the total days in the session, not per week.	<i>None required</i>

#### Site Agreement

No findings.

#### Site Eligibility

No findings.

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**Menu Planning**

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3 SFA did not submit a waiver to ADE for meals during lunch service when the meal pattern was not followed. Vegetable subgroup requirements were not met for dark green, starchy, and beans/peas.	Discussed that ADE is permitted to provide SSO meal reimbursements when the meal pattern is unable to be met by the SFA providing the meals due to shortages and/or supply chain issues. SFAs must maintain daily records of meals with meal pattern deficiencies by component, per meal service. To support the claim for reimbursement of meals, the SFA is required to provide a meal pattern waiver request form to ADE.	<i>Please submit a waiver to ADE for each occurrence where the meal pattern was not met. Additionally, please provide written assurance that if the meal pattern cannot be adhered to for all meal services at all times, a waiver will be submitted to ADE.</i>
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**Counting & Claiming**

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No finding.	SFA's meal counts were accurate, however, the claim could not be submitted with the correct number due to the average participants entered. Discussed rounding up the average number of participants in order to resubmit the claim.	<i>None required</i>
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**Media Release**

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No findings.

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**SFA Monitoring Responsibilities**

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No findings.

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**Civil Rights**

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No findings.

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**Food Safety**

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4 The written food safety plan did not include adequate SOPs for serving non-congregate meals from busses.	Discussed creating site specific SOPs for serving food on busses. USDA's Guidance on creating a Food Safety plan can be found on ADE's website at <a href="http://www.azed.gov/hns/nsfp/food_safety/">http://www.azed.gov/hns/nsfp/food_safety/</a> .	<i>Please provide a copy of the SOPs that will be added to the food safety plan.</i>
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**Water**

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No findings.

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Comments/Recommendations:

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Thank you for providing meals to students during school closures from COVID-19. You are doing a great job operating SSO!  
Please keep up the great work!

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Fiscal Action Assessed?

☒ No - SSO

☐ Yes- SSO

Please submit corrective action response by July 20, 2020 to Lindsey Cler at [Lindsey.Cler@azed.gov](mailto:Lindsey.Cler@azed.gov).



6/25/2020

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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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