



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Concho Elementary District

CTD: 01-03-06

Site: Concho Elementary School

Contact: Steven Yoder, District Administrator; Billie Bell, Business Manager; Cheryl Ramos, Food Service Manager

Review Date: June 22, 2020

Review Period: May 2020

Review Type: ☒ SSO

| Review Findings | Technical Assistance Provided | Required Corrective Action |
|--|---|--|
| SFA Operations | | |
| 1. The SFA is operating five bus route "sites" that have not been approved in CNPWeb. SFA claimed all meals under approved Concho Elementary School site; however, meals are not actually served at Concho ES. Meals are prepared at Concho ES and then delivered via bus routes only. | Discussed the necessary steps to add bus routes as sites in CNPWeb. Discussed submitting site applications in CNPWeb and getting these applications approved by SFSP Specialist. Advised the SFA to update May claims once sites have been added/approved in CNPWeb. | <i>Bus route site applications have been approved in CNPWeb. Please revise May claim for Concho Elementary School and submit May claims for bus route sites. Please submit a copy of updated May claims to reviewer.</i> |
| 2. SFA sent a memo to families advertising the availability of the SSO and posted on school's Facebook page. 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>SSO program ended on May 22, 2020 and SFA is no longer operating. Please provide written assurance that, in the future, all advertising materials will include the required nondiscrimination statement. Please provide a written description of how you will ensure all advertising materials will include the required nondiscrimination statement in the future.</i> |

Site Agreement

No findings.

Site Eligibility

No findings.

Menu Planning

No findings.

Counting & Claiming

3. 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 meal counts was used.

Discussed that 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:
<https://cms.azed.gov/home/GetDocumentFile?id=5e98766203e2b3173c94997f>.

SSO program ended on May 22, 2020 and SFA is no longer operating. Please provide a written description of changes to the system that will be implemented, in the future, to ensure that meal counts for each meal service are recorded separately.

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. Meals are prepared at Concho Elementary School and then delivered via bus routes only. The "And Justice for All" poster was not displayed in view of program participants on each bus route.

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/>.

SSO program ended on May 22, 2020 and SFA is no longer operating. Please provide a written description of where the "And Justice For All" poster will be displayed if mobile site(s) is/are used in the future.

Food Safety

No findings.

Water

No findings.

Comments/Recommendations:

Congratulations, Concho Elementary District has completed the SSO Administrative Review for the 2019-2020 school year. You should be proud of the effort your team is making ensure your students are receiving healthy school meals during this unprecedented time. Thank you for your cooperation and organization during the review process.

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.

Please submit corrective action response by **August 5, 2020** to Taryn Kunkel at Taryn.Kunkel@azed.gov.



7/8/2020

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>

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