



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: McNary Elementary District

CTD: 01-03-23

Site: McNary Elementary School

Contact: Melisa Milan, Superintendent and Cheryl Coates, Food Service Director

Review Date: June 24, 2020

Review Period: May 2020

Review Type: ☒ SSO

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, 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>
2. End date of operation did not match the end date approved in CNPWeb. Specifically, SFA was approved to end SSO operation on June 30, 2020 but SFA ended SSO operation on June 26, 2020.	Discussed that all dates of operation must be approved in CNPWeb.	<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>
Site Agreement		
No findings.		
Site Eligibility		
No findings.		
Menu Planning		

3. A recipe has not been created for cheeseburger entrée.	Discussed all menu items that contain more than 1 ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. Examples of standardized recipes can be found on ADE's website at http://www.azed.gov/hns/nslp/mealpattern/ .	<i>Please provide a recipe for cheeseburger entrée.</i>
4. A recipe has not been created for taco(s) entrée.	Discussed all menu items that contain more than 1 ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. Examples of standardized recipes can be found on ADE's website at http://www.azed.gov/hns/nslp/mealpattern/ .	<i>Please provide a recipe for taco(s) entrée.</i>

Counting & Claiming		
5. Month of review (May) claim, submitted for reimbursement by SFA, identified the number of serving days as 21 when SFA only operated 20 days in May.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	<i>Please provide a written description of changes to the system that have been implemented to ensure that monthly reimbursement claims identify the correct number of serving days.</i>

Media Release
No findings.

SFA Monitoring Responsibilities
No findings.

Civil Rights
No findings.

Food Safety
No findings.

Water

No findings.

Comments/Recommendations:

Congratulations, McNary 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	\$17.30
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$1,513.23
<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 29, 2020** to Taryn Kunkel at Taryn.Kunkel@azed.gov.



7/1/2020

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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