



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Painted Desert Demonstration Projects, Inc.

CTD: 03-87-53

Site: Painted Desert Demonstration Project Inc- Mountain View/Office Max Bus Route 1

Contact: Mark Sorensen, CEO and Robyn David, Food Service Manager

Review Date: June 30, 2020

Review Period: May 2020

Review Type: ☒ SSO

Review Findings	Technical Assistance Provided	Required Corrective Action
SFA Operations		
1. End date of operation did not match the end date approved in CNPWeb. Specifically, SFA was approved to end SSO operation on May 25, 2020 but SFA ended SSO operation on May 22, 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>
2. 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 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. Additionally, one daily meal count sheet was used for the entire week.	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 .	<i>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.</i>
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 .	<i>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.</i>

Media Release

No findings.

SFA Monitoring Responsibilities

5. SFA did not conduct an off-site review at least once during the site's operation. This monitoring requirement was not waived during the recent unanticipated school closure related to the COVID-19 pandemic.	Discussed the current requirement that monitoring shall be conducted by the sponsor at meal service sites to the maximum extent practicable, however the on-site portion of monitoring located at 7 CFR 225.15(d) has been waived. Effective July 1, 2020, SFAs must conduct on-site monitoring of all sites in operation.	<i>SSO program ended on May 22, 2020 and SFA is no longer operating. Please provide a written description of how you will ensure that a site review will be conducted at least once during the site's operation if you plan on operating the SFSP in the future.</i>
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Civil Rights

6. The "And Justice for All" poster was not displayed at each point of service. Specifically, 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/ .	<i>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.</i>
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Food Safety

No findings.

Water

No findings.

Comments/Recommendations:

Congratulations, you have 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.



7/6/2020

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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