



## Arizona Department of Education

### Health and Nutrition Services Division

#### Seamless Summer Option Administrative Review Summary Report

Sponsor: Tonto Basin Elementary District

CTD: 04-03-33

Site: Tonto Basin Elementary

Contact: Jeannie Cline / Tonto Basin Elementary

Review Date: June 12, 2020

Review Period: April 2020

Review Type: ☒ SSO

Review Findings	Technical Assistance Provided	Required Corrective Action
<b>SFA Operations</b>		
1. Advertising materials did not contain the required nondiscrimination 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	<i>Please provide written assurance that all advertising materials will include the required nondiscrimination statement. Additionally, provide an updated advertising material with the most current nondiscrimination statement.</i>
<b>Site Agreement</b>		
No Findings		
<b>Site Eligibility</b>		
No Findings		
<b>Menu Planning</b>		
No Findings		
<b>Counting &amp; Claiming</b>		
No Findings		
<b>Media Release</b>		
No Findings		
<b>SFA Monitoring Responsibilities</b>		
No Findings		

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**Civil Rights**

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No Findings

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**Food Safety**

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2. The written food safety plan did not include adequate SOPs for serving non-congregate meals in parking lots and serving food to be eaten the following day.

Discussed sample SOPs and guidelines for Critical Control Points (CCPs) found in USDA's Guidance on creating a Food Safety can be found on ADE's website at <http://www.azed.gov/hns/nslp/food/safety/>.

*Please provide a copy of the SOPs and CCPs found in the written food safety plan.*

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**Water**

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No Findings

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**Comments/Recommendations:**

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Congratulations! Tonto Basin Elementary District has completed the Seamless Summer Option Administrative Review in the 2019-20 school year. Thank you for your cooperation and hospitality during the review process. Please continue to keep up the great work!

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**Fiscal Action Assessed?**

- |  |                                    |
|--|------------------------------------|
| <input checked="" type="checkbox"/> No- SBP  | <input type="checkbox"/> Yes- SBP  |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP |
| <input checked="" type="checkbox"/> No - SSO | <input type="checkbox"/> Yes- SSO  |

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by July 9, 2020 to Walter Jacobson at [Walter.Jacobson@azed.gov](mailto:Walter.Jacobson@azed.gov) or 416 West Congress, Tucson, AZ 85701.



6/17/2020

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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