



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Wenden Elementary District

CTD: 15-04-19

Site: Wenden Bus Route #1

Contact: Gloria Dean, Superintendent & Kristy Lott, Cafeteria Manager

Exit Date: June 26, 2020

Review Period: May 2020

Review Type: ☒ SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
	SFA Operations		
	No findings.		
	Site Agreement		
	No findings.		
	Site Eligibility		
	No findings.		
	Menu Planning		
	1 SFA did not submit a waiver to ADE for meals during breakfast service when the meal pattern was not followed. Juice was served more than 50% of the time during breakfast.	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>

Counting & Claiming

2 Meal count totals by category for the month of review were not correctly combined and recorded for breakfast and lunch. Discussed the issue with the meal count sheet and double-checking the numbers before submitting the claim. *Please submitted a revised claim for May with the correct numbers for breakfast and lunch.*

No finding. Discussed that the number of serving days and average number of participants in the claim was incorrect and how to document these numbers. *None required*

Media Release

No findings.

SFA Monitoring Responsibilities

3 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 monitoring requirement and provided the site review form, however, the SFA has ended SSO operation and will not be able to complete the sit review. *Since the SFA is no longer operating, please provide written assurance that site reviews will be conducted at least once during a site's operation if operating SSO in the future.*

Civil Rights

4 The "And Justice for All" poster was not displayed at each point of service, specifically the bus. Discussed requirements that the poster should have been displayed on the bus that was delivering food. *Since the SFA is no longer operating, please provide written assurance that the "And Justice For All" poster will be displayed near all points of service where program participants can view it in the future.*

Food Safety

No findings.

Water

No findings.

Comments/Recommendations:

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!

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No - SSO	<input type="checkbox"/> Yes- SSO	\$0.00
<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$37.71
<input checked="" type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	\$24.69

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by August 14, 2020 to Lindsey Cler at Lindsey.Cler@azed.gov.



7/14/2020

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
1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-8700 • www.azed.gov
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