



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Paloma School District

CTD: 07-03-94

Site: Kiser Elementary School

Contact: Kristin Turner, Superintendent; Irma Garcia, Director

Review Date: June 17, 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>
Site Agreement		
No findings.		
Site Eligibility		
No findings.		
Menu Planning		
2. SFA did not submit a waiver to ADE with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, SFA did not submit a waiver for missing meat/meat alternative for Tuesday and Thursday lunch service when it was unable to obtain a creditable meat/meat alternate due to food supply chain shortages resulting from COVID19 closures.	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>

3. Although advertising literature was provided for Potato Salad and credited towards meal pattern, required documentation (CN label or PFS) was not provided to reviewer.	Discussed when processed products are used in Child Nutrition Programs to meet the meal pattern requirement, the product's contributions must be determined. CN Labels and/or Product Formulation Statements provide valuable crediting information; and only these will be accepted as proper crediting documentation. Guidance on Product Formulation Statements and CN Labels can be found on ADE's website under the Processed Product Documentation section found at www.azed.gov/hns/nslp/mealpattern . The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingps/snparchivedwebinars/ .	<i>Please provide a CN label and/or Product Formulation Statement for the Potato Salad. If unable to provide a CN label or PFS, please provide written assurance that the product will no longer be offered/served to students. Additionally, please provide written assurance that a product will not be credited towards the meal pattern without proper crediting documentation. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be provided.</i>
4. Standardized recipes were not provided for all menu items that contain more than 1 ingredient. Specifically, recipes are missing for mac and cheese entrée, cheese nachos, pinto beans, mashed potatoes, and chicken gravy	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 an updated recipe for mac and cheese entrée, cheese nachos, pinto beans, mashed potatoes, and chicken gravy. Additionally, please provide written assurance that standardized recipes will be provided for all menu items with more than one ingredient.</i>
5. Production record crediting and label crediting are inconsistent. Specifically, donut credits as 1 oz. eq grain not 2 oz. eq.; 1 cup broccoli credits as 1 cup vegetable not 3/4 cup vegetable; 1/2 cup salsa credits as 1/2 cup vegetable not 1/4 cup vegetable; 1/2 cup lettuce credits as 1/4 cup vegetable not 1/2 cup vegetable; .75 oz. peanut butter credits as .5 oz. eq. meat/meat alternative not 1 oz. eq. meat/ meat alternative	Discussed how to credit meal components and ensuring consistency with recipes, labels, and production records. Referred to the meal pattern webpage - http://www.azed.gov/hns/nslp/mealpattern/ .	<i>Please provide updated labels and production records with consistent crediting.</i>

Counting & Claiming

No findings.

Media Release

No findings.

SFA Monitoring Responsibilities

No findings.

Civil Rights

No findings.

Food Safety

No findings.

Water

No findings.

Comments/Recommendations:

Congratulations! Paloma School 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 14, 2020 to Sandy.Fitzner@azed.gov.



7/17/2020

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>

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