



## Arizona Department of Education

### Health and Nutrition Services Division

#### Seamless Summer Option Administrative Review Summary Report

Sponsor: Ball Charter Schools (Dobson)

CTD: 07-89-88

Site: Dobson Academy, The - A Ball Charter School

Contact: Dawn Winn, Principal and Adrianne Rivera, Nutrition Coordinator

Review Date: July 14, 2020

Review Period: May 2020

Review Type: ☒ SSO

No.	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 appropriate.	<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>			
<i>No findings.</i>			
<b>Site Eligibility</b>			
<i>No findings.</i>			
<b>Menu Planning</b>			
2	SFA did not submit a waiver to ADE for meals with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, waivers were not submitted for milk variety and fat content at breakfast nor lunch and only one variety of milk was offered at breakfast and lunch during the week of review.	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 waivers to ADE for each occurrence where the meal pattern, specifically milk variety and fat content at breakfast and lunch, 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	SFA did not submit a waiver to ADE for meals with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, waivers were not submitted for vegetables not being present at lunch from on 5/19/20 or 5/21/20.	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 waivers to ADE for each occurrence where the meal pattern, specifically components at lunch, 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>
4	SFA did not submit a waiver to ADE for meals with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, waivers were not submitted for vegetables being offered in an insufficient quantity at lunch on 5/18/20, 5/20/20, 5/22/20, or 5/23/20. Specifically, only 1/4 cup or 1/2 cup vegetable was provided (1 1/2 cups weekly) while 3/4 cup daily (4 1/2 cup weekly) is required.	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 waivers to ADE for each occurrence where the meal pattern, specifically vegetable quantities at lunch, 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>
5	SFA did not submit a waiver to ADE for meals with meal pattern deficiencies by component, per meal service when the meal pattern was not followed. Specifically, waivers were not submitted for vegetable subgroup (dark green, legumes, and starchy) weekly requirements not being met at lunch.	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 waivers to ADE for each occurrence where the meal pattern, specifically vegetable subgroup weekly requirements, 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			
6	Meal count totals were not correctly combined and recorded. Specifically, amount of meals delivered by the caterer were claimed rather than the amount of reimbursable meals served to children resulting in an overclaim for the months of April and May. This was deemed a systemic error and contributed toward fiscal action calculations.	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 meal service lines provide an accurate count by eligibility category.</i>

Claims listed the number of operating days rather than the number of days meals were provided for. Discussed that the claim should reflect the total number of days that meals were provided for rather than the number of operating days. Please provide a written description of how Number of Days Served will be reported in future claims.

#### Media Release

No findings.

#### SFA Monitoring Responsibilities

No findings.

#### Civil Rights

No findings.

#### Food Safety

No findings.

#### Water

No findings.

#### Comments/Recommendations:

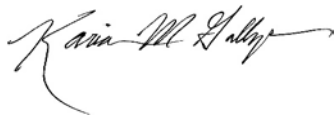
Congratulations, Ball Charter Schools (Dobson) has completed the SSO Administrative Review for the 2019-2020 school year. Thank you for your cooperation and sense of urgency during the review process. I appreciate the effort your team is making to make sure your students are receiving meals during this unprecedented time.

#### 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	\$4.70
<input checked="" type="checkbox"/> No - SSO Breakfast	<input type="checkbox"/> Yes - SSO Breakfast	\$158.40
<input checked="" type="checkbox"/> No - SSO Lunch	<input type="checkbox"/> Yes- SSO Lunch	\$252.00

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by August 13, 2020 to Kariann Gallegos at 1535 West Jefferson Street Bin #7, Phoenix, AZ 85007 or [Kariann.Gallegos@azed.gov](mailto:Kariann.Gallegos@azed.gov).



7/15/2020

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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