



Arizona Department of Education

Health and Nutrition Services Division

Seamless Summer Option Administrative Review Summary Report

Sponsor: Cibecue Community School, Inc.

CTD: 09-39-16

Site: Cottonwood Gym - Tribal Complex

Contact: Marilou Arenos, Superintendent and Carla Fisher, Chief Financial Officer

Review 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			
----------------	--	--	--

1	Times of operation did not match the times approved in CNPWeb.	Discussed that all dates and times of operation approved in CNPWeb must be reflective of current practices. Any changes in operation must be updated and approved in CNPWeb.	SFA made the appropriate changes to meal service times in CNPWeb. Please provide written assurance that meal service will only occur during approved times.
---	--	--	---

2	The type of meal service did not match the type of meal service approved in CNPWeb. Specifically, the site was approved as a Self Preparation Kitchen in CNPWeb when meals were prepared in a central kitchen and delivered to the site for service.	Discussed that the type of meal service approved in CNPWeb must be reflective of current practices.	Please submit a copy of the approved site application demonstrating the correct meal service type. Additionally, please provide written assurance that, moving forward, CNPWeb applications will be reflective of current practices.
---	--	---	--

Site Eligibility			
------------------	--	--	--

No findings.

Menu Planning

3	<p>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 from 5/4/20–5/8/20</p>	<p>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.</p>	<p><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></p>
4	<p>During the week of review, juice was served more than 50% of the time during breakfast.</p>	<p>Discussed that juice may not be used to meet more than half of the weekly fruit requirement. Referred to meal pattern requirements for the National School Breakfast Program, which can be found on ADE's website at http://www.azed.gov/hns/nslp/meal-pattern/. Please note that repeated violations involving juice requirement may result in fiscal action and/or termination of performance-based reimbursement</p>	<p><i>Please submit waivers to ADE for each occurrence where the meal pattern, specifically weekly fruit juice requirements at breakfast, 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></p>
5	<p>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 fruits not being present or being offered in an insufficient quantity at breakfast from 5/4/20–5/8/20. Only 3/4 cup fruit was provided daily (3 3/4 cups weekly) while 1 cup daily (5 cups weekly) is required.</p>	<p>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.</p>	<p><i>Please submit waivers to ADE for each occurrence where the meal pattern, specifically fruit quantities at breakfast, 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></p>
6	<p>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, on 5/8/20, Nutrigrain Bar crediting as 0.75 ounce equivalents grain were served with 2.0 ounce equivalents meat/meat alternate of hard boiled egg. Meat/Meat Alternates may not be counted toward the grain component until after the minimum daily grains requirement (1.0 ounce equivalents) is offered.</p>	<p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (i.e. offering a grain that credits as at least 1.0 ounce equivalent). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. Meal pattern requirements for the National School Breakfast Program can be found on ADE's website at http://www.azed.gov/health-nutrition/meal-pattern/. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at http://www.azed.gov/hns/nslp/trainingsps/online/. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>	<p><i>Please submit waivers to ADE for each occurrence where the meal pattern, specifically grains not being present or being offered in an insufficient quantity at breakfast, 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></p>

7	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 or being offered in an insufficient quantity at lunch on 5/6/20 or 5/7/20. Only 1/2 cup vegetable was provided (3 1/4 cup weekly) while 3/4 cup daily (3 3/4 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>
8	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>
9	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 weekly grains not being present or being offered in an insufficient quantity at lunch. Only 7.5 oz eq grains was provided during the week while 8.0 oz eq 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 weekly grain quantities at breakfast, 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>
10	Production record crediting is inaccurate. Specifically, crediting information for Juice at breakfast (5/4/20–5/8/20), Nutrigrain Bar at breakfast (5/8/20), Fruit at lunch (5/4/20–5/8/20), Ham & Cheese Sandwich at lunch (5/4/20, 5/5/20, and 5/7/20), Turkey & Cheese Sandwich at lunch (5/6/20 and 5/8/20), and Chips (5/4/20–5/8/20).	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 production records with accurate crediting.</i>

Counting & Claiming			
11	Meal count totals for the month of review were not correctly combined and recorded. This was deemed a non-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>

Media Release

No findings.

SFA Monitoring Responsibilities

No findings.

Civil Rights

No findings.

Food Safety

No findings.

Water

No findings.

Comments/Recommendations:

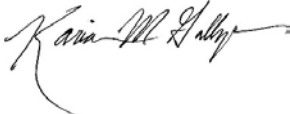
Congratulations, Cibecue Community School, Inc. has completed the SSO Administrative Review for the 2019-2020 school year. Thank you for your cooperation and sense of urgency during the review process. I appreciate the effort your team is making to make sure your students are receiving meals during this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

Fiscal Action Assessed?

<input checked="" type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	\$2.20
<input type="checkbox"/> No- NSLP	<input checked="" type="checkbox"/> Yes- NSLP	\$2,156.00
<input checked="" type="checkbox"/> No - SSO Breakfast	<input type="checkbox"/> Yes-SSO Breakfast	\$74.80
<input type="checkbox"/> No - SSO Lunch	<input checked="" type="checkbox"/> Yes- SSO Lunch	\$119.00

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.



Reviewer Signature

7/10/2020
Date



Program Director Signature

7/13/2020
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
This institution is an equal opportunity provider.