**STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY**

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State agencies to report the final results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) requires the State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website no later than 30 days after the SA provides the final results of the administrative review to the SFA. The SA must also make a copy of the final administrative review report available to the public upon request.

**School Food Authority Name:** **Benjamin Franklin Classical Charter**

**Date(s) of Administrative Review:** 02/15/2022

**Date review results were provided to the School Food Authority:** 02/15/2022

**Date review summary was publicly posted:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The review summary must cover access and reimbursement (including eligibility and certification review results), an SFA's compliance with the meal patterns and the nutritional quality of school meals, the results of the review of the school nutrition environment (including food safety, local school wellness policy, and competitive foods), compliance related to civil rights, and general program participation. At a minimum, this would include the written notification of review findings provided to the SFAs Superintendent or equivalent as required at 7 CFR 210.18(i)(3).

**General Program Participation**

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)

[x]  School Breakfast Program

[x]  National School Lunch Program

[ ]  Fresh Fruit and Vegetable Program

[ ]  Afterschool Snack

[ ]  Special Milk Program

[ ]  Seamless Summer Option

1. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

[ ]  Community Eligibility Provision

[ ]  Special Provision 1

[ ]  Special Provision 2

[ ]  Special Provision 3

**Review Findings**

1. Were any findings identified during the review of this School Food Authority?

 [x]  Yes [ ]  No

If yes, please indicate the areas and what issues were identified in the table below.

**REVIEW FINDINGS**

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| Program Access and Reimbursement |
| Meal Counting and Claiming |
| * The school food authority shall establish internal controls which ensure the accuracy of lunch counts prior to the submission of the monthly Claim for Reimbursement. One or more meal service lines did not provide an accurate count of meals at the point of service (or approved alternate).; The school food authority shall establish internal controls which ensure the accuracy of meal counts prior to the submission of the monthly Claim for Reimbursement. One or more meal count totals were not combined and recorded correctly.
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| * There were questionable patterns in the reported lunch meal counts in the review period.
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| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * Some of the reviewed meals during the review period indicated that all of the required meal components per weekly meal pattern requirements were not offered and served to students.
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| School Nutrition Environment |
| Food Safety |
| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).
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| * Foodservice workers are not properly attired. Foodservice employees must wear clean outer clothing to prevent contamination.
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| * No one in the kitchen is trained in choke saving procedures. A minimum of one (1) foodservice employee must be trained in choke saving procedures.; One or more foodservice employees have not been trained on fire extinguisher procedures. All foodservice employees must be trained to use the fire extinguisher(s).
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| * Program facilities are not off-limits to unauthorized personnel. Facilities for the handling, storage, and distribution of purchased and donated foods must properly safeguarded against theft, spoilage and other loss.
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| * The food safety inspection is not publicly posted in a visible location.
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| * The school either had one or no health inspection from the local board of health. Schools shall obtain a minimum of two food safety inspections during each school year conducted by a State or local governmental agency responsible for food safety inspections.; The SFA did not provide documentation to indicate that the SFA requested two (2) inspections in the current school year from the local board of health.
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| * The SFA did not provide an adequate written food safety program that covers any facility or part of a facility where food is stored, prepared, or served. The food safety program must meet the program requirements; The SFA's standard operating procedures (SOPs) were not implemented. A school food authority with a food safety program must implement traditional hazard analysis and critical control point (HACCP) principles.
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| * There are not safeguards against theft and damage. Facilities for the handling, storage, and distribution of purchased and donated foods must properly safeguard against theft.
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| Local School Wellness Policy |
| * The SFA does not have documentation demonstrating the results of the assessment have been made available to the public. The SFA must make available to the public the Triennial Assessment, including progress toward meeting the goals of the policy.
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| * The SFA does not have documentation on file demonstrating an assessment of the location school wellness policy is conducted every three years. SFAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy.
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| * The SFA has not maintained meeting minutes. Meeting minutes must be maintained on file and should list who is on the wellness committee and content being discussed.
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| Civil Rights |
| * School Food Authorities and local educational agencies of schools participating in the National School Lunch Program, School Breakfast Program or Special Milk Program must take all actions that are necessary to insure compliance with the nondiscrimination practices for children eligible to receive free and reduced price meals or free milk. The "And Justice for All" poster must be prominently displayed.
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| * The SFAs civil rights policy does not include or is missing requirements outlined in SP59-2016 Modifications to Accommodate Disabilities in School Meal Programs.
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