**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:** **Devereux Foundation**

**Date(s) of Administrative Review:** 04/19/2022

**Date review results were provided to the School Food Authority:** 04/19/2022

**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 |
| Certification and Benefit Issuance |
| * The SFA did not meet some or all of the required timeframes for the Direct Certification matches. All local educational agencies must conduct direct certification as follows: At or around the beginning of the school year; Three months after the initial effort; and Six months after the initial effort.
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| Meal Counting and Claiming |
| * 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 |
| * Fluid milk was not made available in at least the two required varieties throughout the serving period on all meal service lines. Schools must offer students a variety (at least two different options) of fluid milk. All milk must be fat-free or low-fat. Milk with higher fat content is not allowed. Fat-free fluid milk may be flavored or unflavored, and low-fat fluid milk must be unflavored.
 |
| * Production records did not show planned menu quantities met meal pattern requirements for the review period. SFA's must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day. Production and menu records must be maintained in accordance with FNS guidance.
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| * 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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| * Foods are not rotated properly according to accepted practice. SFAs should store and use food following first in, first out (FIFO) procedures to safeguard against spoilage.
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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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| * The school did not ensure that the storage, preparation and service of food are maintained. Facilities for the handling, storage, and distribution of purchased and donated foods shall be such as to properly safeguard against theft, spoilage and other loss.
 |
| * The school does not have two board of health inspections publicly posted. 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.
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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.
 |
| Local School Wellness Policy |
| * The local school wellness policy does not contain the required elements. The policy is missing policies for food and beverage marketing. The local school wellness policy must contain policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
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| * The local school wellness policy does not contain the required elements. The wellness policy is missing nutrition guidance for some or all foods available on school campus. The local school wellness policy is required to contain guidelines for school meal standards, competitive foods and beverages, and any other foods available during the school day.
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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 |
| * The SFA did not publish a public release as required. At or near the beginning of the school year, the SFA must publish a public release to inform applicants, participants, and potentially eligible persons of the program availably, program rights and responsibilities, the policy of nondiscrimination, and the procedure for filing a complaint.
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| * The SFA does not collect racial/ethnic data on an annual basis.
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| * The SFA does not have a procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs.
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| * The SFA does not have or has not maintained a civil rights complaint log to track any written or verbal complaints alleging discrimination in FNS Programs.
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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Staff were accommodating and open to feedback. |