**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:** **East Boston Central Catholic**

**Date(s) of Administrative Review:** 01/25/2022

**Date review results were provided to the School Food Authority:** 01/25/2022

**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

[x]  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**

|  |
| --- |
| Program Access and Reimbursement |
| Certification and Benefit Issuance |
| * The LEA representative is not using their own username/password to login to the Virtual Gateway. Virtual Gateway usernames and passwords may not be shared. Each user must use their own username and password to access the Virtual Gateway.
 |
| Verification |
| * The did not meet the requirements for Direct Verification.; The SFA did not use the Virtual Gateway to conduct Direct Verification for the selected applications.
 |
| 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).
 |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * One or more of the meals observed, on the day of review, did not contain all of the required meal components.
 |
| * One or more of the required meal components were not available on every reimbursable meal service line to all participating students prior to the beginning of meal service.
 |
| * 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.; 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?
 |
| * Standardized Recipes/Training
 |
| Offer versus Serve |
| * Offer versus serve (OVS) is not properly being implemented at the school. Under OVS, students must be allowed to decline two components at lunch, except that the students must select at least 1/2 cup of either the fruit or vegetable component. Senior high schools must participate in offer versus serve. Schools below the senior high level may participate in offer versus serve at the discretion of the school food authority.
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| * The SFA has an insufficient amount information demonstrating that the cafeteria staff has been trained on Offer vs. Serve requirements for NSLP.
 |
| School Nutrition Environment |
| Food Safety |
| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).
 |
| * Extermination records are not available for determination of pest control. SFAs need to have an Integrated Pest Management Plan (IMP) and extermination records must be maintained on file for five (5) years.
 |
| * Food temperatures are not taken and recorded on a regular basis. Food temperatures must be taken on a regular basis and recorded.
 |
| * No one in the kitchen is food safety certified. A minimum of one (1) foodservice employee must be certified in food safety.
 |
| * 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).
 |
| * The school does not have a copy of the written food safety plan available?; The SFA does not have written copy of the food safety plan available at each school.
 |
| Local School Wellness Policy |
| * The SFA does not have documentation demonstrating the local school wellness policy has been made available to the public. SFAs must make the wellness policy available to the public, on an annual basis at a minimum.; 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 has not maintained documentation to support the policy has been reviewed and updated within the past three years. Documentation of efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate, must be maintained.
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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.
 |
| Civil Rights |
| * Some or all staff who interact with program applications or participants and/or their supervisors have not received civil rights training.
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| * 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 did not use the Nuts and Bolts OnDemand: Civil Rights in Child Nutrition Programs to train staff.; 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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