**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:** **Falmouth Public Schools**

**Date(s) of Administrative Review:** 03/28/2022

**Date review results were provided to the School Food Authority:** 03/31/2022

**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 |
| Verification |
| * The applications selected for verification were not appropriate for the sample size option used. An error prone application is an approved household application with a monthly income within $100 or annual income within $1,200 of the applicable income eligibility limit for free or for reduced meals. Error prone applications should be selected as priority of the sample size.
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| * The SFA did not complete the annual verification process by November 15th. The SFA must complete the verification process no later than November 15 of each school year.
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| * The verification notification letter is missing some or all of the required information. Households selected for verification must be informed that:They are required to submit the requested information, proof that the children receive benefits and confirm that their children are foster, homeless, migrant, or runaway. Failure to cooperate with verification efforts will result in the termination of benefits.
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| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * 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.
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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 |
| * No one in the kitchen is food safety certified. A minimum of one (1) foodservice employee must be certified in food safety.
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| * 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.
 |
| * 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.
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| * 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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| Local School Wellness Policy |
| * 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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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: FSD cooperative as well as staff. Nice presentation of meals at schools reviewed. |