**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:** **Hill View Montessori Charter School**

**Date(s) of Administrative Review:** 06/09/2022

**Date review results were provided to the School Food Authority:** 06/09/2022

**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)

School Breakfast Program

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?

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.; The total meal counts from the month of review compared the number of meal count for the day of review were not reasonable. |
| Meal Patterns and Nutritional Quality |
| Offer versus Serve |
| * There was no signage or signage missing requirements explaining what constitutes a reimbursable meal to students. Schools must identify, near or at the beginning of the serving line(s), the food items that constitute the unit-priced reimbursable school meal(s). The price of a reimbursable lunch does not change if the student does not take a food item or requests smaller portions. |
| School Nutrition Environment |
| Food Safety |
| * Dry, cooler and/or freezer storage facilities are not adequate for the program. Facilities for the handling, storage, and distribution of purchased and donated foods must properly safeguard against theft, spoilage and other loss. |
| * 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 food safety inspection is not publicly posted in a visible location. |
| * The school does not have a copy of the written food safety plan available.; 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 does not have written copy of the food safety plan available at each school. |
| * 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.; 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. |
| 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. |
| * 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 |
| * 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. |
| * Some or all of the program materials were missing the non-discrimination statement. |
| * 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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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Students were handing out meals to students and were very diligent in correctly giving the entree and milk and fruit. |