**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:** **Peabody Public Schools**

**Date(s) of Administrative Review:** 03/08/2022

**Date review results were provided to the School Food Authority:** 03/10/2022

**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 |
| Verification |
| * Households were not given ten days advance notification that receive a reduction or termination of benefits, prior to the actual reduction or termination. |
| * The SFA did not meet the follow-up requirements for households failing to respond to the verification request. |
| * The SFA did not use the Virtual Gateway to conduct Direct Verification for the selected applications. |
| * The SFA's notice of adverse action is missing some or all of the required information. The notice shall advise the household of: the benefit change, reasons for the change, notification of the right to appeal and when the appeal must be filed, instructions on how to appeal and the right to reapply at any time during the school year. The reasons for ineligibility shall be properly documented and retained on file at the local educational agency.; 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. |
| Meal Counting and Claiming |
| * Higgins Middle SchoolThe meal counting and claiming system must yield and accurate count at the point of service. The meal counting system observed during the on-site reviews resulted in a Performance Standard I violation and was systemic. A clicker was used at the point of service at the Higgins School which as a result, had limited control of flow through the meal service line. Staff were not able to accurately assess a reimbursable meal via OVS. |
| * Peabody High School The meal counting and claiming system must yield and accurate count at the point of service. The meal counting system observed during the on-site reviews resulted in a Performance Standard I violation and was systemic. A clicker was used to at the High School to complete the meal counts. Several students walked away without their meal being counted at the POS and several students took a second meal and was counted as a reimbursable meal. The service line was structured in a way that accurate count was not possible. Fiscal disallowance may occur for 15 second lunches. |
| * Peabody Learning Academy (PLA)A accurate meal counting and claiming system must yield and accurate count at the point of service. The meal counting system observed during the on-site reviews resulted in a Performance Standard I violation and was systemic. The PLA students were not checked at the point of service. Meals were counted based on the number of meals ordered at the beginning of the school day. Fiscal disallowance may occur for 8 lunches for the day of the review and 116 lunches for the review month of January. |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * 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. |
| * 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.; 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.; The school did not offer the some or most of planned menu for the review month which resulted in unacceptable substitutions. |
| * 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?; The school did not comply with the planned menu for the review period.; The school did not offer the some or most of planned menu for the review month which resulted in unacceptable substitutions. |
| 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. |
| * 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).; 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. |
| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).; 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. |
| * 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. |
| * Foodservice workers are not properly attired. Foodservice employees must wear clean outer clothing to prevent contamination. |
| * No one in the kitchen is food allergen certified. A minimum of one (1) foodservice employee must be certified in food allergen awareness.; 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 did not maintain records for a period of six months following a month's temperature records to demonstrate compliance.; The school does not have a copy of the written food safety plan available? |
| * 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. |
| * 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 |
| Local School Wellness Policy |
| * Outdated Local School Wellness Policy (LWP) |
| * 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. |
| * 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. |