**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:** **Shutesbury Public Schools**

**Date(s) of Administrative Review:** 03/23/2022

**Date review results were provided to the School Food Authority:** 03/23/2022

**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 |
| * Some verification documents were not provided for review. Documents not provided for review include: roster of applications received, completed tracker tool for each application selected for verification, follow up communications sent to families who did not respond to request for verification documents. |
| 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. |
| * 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. |
| School Nutrition Environment |
| Food Safety |
| * 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 allergen certified. A minimum of one (1) foodservice employee must be certified in food allergen awareness. |
| * 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. |
| * 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. |
| * Proper dishwashing procedures are not followed. One or more violations were observed during the pre-rinse, wash, rinse, sanitize and/or drying procedures. |
| * The food safety inspection is not publicly posted in a visible location. |
| * 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. |
| Local School Wellness Policy |
| * 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 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 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. |
| * 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. |
| * The SFA does not have a procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs. |
| * 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: Foodservice staff were accommodating and receptive to all feedback. |