**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:** **South Hadley School Committee**

**Date(s) of Administrative Review:** 05/09/2022

**Date review results were provided to the School Food Authority:** 05/09/2022

**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 |
| 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 SFA did not use the Virtual Gateway to conduct Direct Verification for the selected applications. |
| Meal Counting and Claiming |
| * The counts for some or all of the schools were incorrectly consolidated and claimed by the SFA. The SFA must correctly record, consolidate and report those lunch and supplement counts on the Claim for Reimbursement.; There is a difference between the SFA’s claim and the Stage Agency’s validated counts for lunch and/or breakfast for one or more schools for the review period. This is a systemic error. |
| 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. |
| * The menu for the week of the onsite review did not meet meal pattern requirements. The bean/legume sub-group was missing. |
| School Nutrition Environment |
| 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. |
| * 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. |
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| * The school did not maintain records for a period of six months following a month's temperature records to demonstrate compliance. |
| 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. |
| Smart Snacks |
| * Some or all of the food and beverages sold to students during the school day, did not meet the Competitive Food standards. All competitive food sold to students on the school campus during the school day must meet the nutrition standards specified. These standards apply to items as packaged and served to students. |
| Civil Rights |
| * 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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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Staff was open to all feedback and quickly implemented changes to come into compliance. |