**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:** **Watertown Public Schools**

**Date(s) of Administrative Review:** 02/10/2022

**Date review results were provided to the School Food Authority:** 02/10/2022

**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)

[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 SFA did not update the eligibility status on the benefit issuance document(s) or POS for students whose eligibility changed due to verification according to regulations.
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| 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.
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| * 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).
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| 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.
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| 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.
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| School Nutrition Environment |
| Food Safety |
| * A review of agricultural food components indicated violations of the Buy American provision (7 CFR 210.21(d)) either during review of products on-site at reviewed schools or at off-site storage facilities as applicable.; There is limited documentation to determine if domestic alternatives were considered and if an exception was granted by the SFA because the agricultural food component is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality or competitive bids reveal the costs of domestic agricultural food components are significantly higher than the non-domestic ones.
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| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).
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| * Foodservice workers are not properly attired. Foodservice employees must wear clean outer clothing to prevent contamination.; 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's standard operating procedures (SOPs) were not implemented. A school food authority with a food safety program must implement traditional hazard analysis and critical control point (HACCP) principles.
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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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| Local School Wellness 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.
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| Smart Snacks |
| * Foods/beverages sold to students in the cafeteria do not meet Smart Snacks standards; Foods/beverages sold to students in Vending Machines do not meet Smart Snacks standards.; 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.
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