**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:** **Conway School Committee**

**Date(s) of Administrative Review:** 03/02/2023

**Date review results were provided to the School Food Authority:** 03/02/2023

**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 |
| Certification and Benefit Issuance |
| * The School Food Authority did not accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document.; The School Food Authority did not update benefit issuance documents accurately and in a timely manner upon receipt of Direct Certification updates.; The School Food Authority did not update the benefit issuance document(s) accurately and/or in a timely manner, including those students that are new, transferred, or withdrawn.
 |
| * The School Food Authority did not perform Direct Certification matches according to the required timeframes.
 |
| Verification |
| * The applications selected for verification were not properly selected.
 |
| * The verification notification letter is missing some or all of the required information.
 |
| * The verified applications on file do not match the number reported on the most recently submitted FNS-742.
 |
| Meal Counting and Claiming |
| * The total meal counts from the month of review compared the number of meal count for the day of review were not reasonable.
 |
| * There were questionable patterns in the reported lunch meal counts in the review period.
 |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * The school did not comply with the planned breakfast menu for the review period.; The school did not offer some or most of planned breakfast menu for the day of review.
 |
| Offer versus Serve |
| * Offer versus serve (OVS) is not properly being implemented at the school.; 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 |
| * 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.
 |
| * Both of the school's food safety inspections are not from the current school year.; The School Food Authority did not have documentation to indicate that the School Food Authority requested two (2) inspections in the current school year from the local board of health.; Two (2) food safety inspections were not received in the previous year.
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| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).
 |
| * Foods are not rotated properly according to accepted practice.
 |
| * The school did not maintain records for a period of six (6) months following a month's temperature records to demonstrate compliance.
 |
| Local School Wellness Policy |
| * The School Food Authority does not have documentation demonstrating that the local school wellness policy is completed every three years or that the results of the assessment have been made available to the public.
 |
| * The School Food Authority does not have documentation demonstrating the local school wellness policy has been made available to the public.
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| * The School Food Authority has not maintained documentation to support the policy has been reviewed and updated within the past three years.
 |
| * The School Food Authority has not maintained meeting minutes that list who is on the wellness committee and/or 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.
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| * The public release does not contain the required components.; The School Food Authority did not publish a public release as required.
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| * The School Food Authority does not communicate the availability of meal modifications to families.
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| * The School Food Authority 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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| * The School Food Authority does not provide services to households compromised of persons with Limited English Proficiency (LEP).
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| * The School Food Authority's district-wide civil rights policy does not include meal modification information.
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| * The School Food Authority's written civil rights complaint procedure within the school meals program does not include some or all of the required content.
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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Great meal options, clean facility, helpful staff. |