**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:** **Mystic Valley Advantage Regional Charter**

**Date(s) of Administrative Review:** 03/27/2023

**Date review results were provided to the School Food Authority:** 03/28/2023

**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 |
| * Incorrect conversion factors were used when processing applications that indicated more than one income frequency.
 |
| * Some of the applications selected for the review were not approved correctly.
 |
| Verification |
| * The School Food Authority did not complete the annual verification process.
 |
| Meal Counting and Claiming |
| * One or more meal service lines for breakfast and lunch did not provide an accurate count of meals at the point of service (or approved alternate).
 |
| * The counts for some or all of the schools were incorrectly consolidated and claimed by the SFA.
 |
| * There were questionable patterns in the reported lunch meal counts in the review period.
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| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * Some of the reviewed breakfast and lunch 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.
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| Offer versus Serve |
| * Offer versus serve (OVS) is not properly being implemented at the school.
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| * The SFA has an insufficient amount information demonstrating that the cafeteria staff has been trained on Offer vs. Serve requirements for NSLP.
 |
| * There was no signage or signage missing requirements explaining what constitutes a reimbursable meal to students for NSLP.
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| School Nutrition Environment |
| Food Safety |
| * Extermination records are not available for determination of pest control.
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| * Food temperatures are not taken and recorded on a regular basis.
 |
| * No inspections received in the current school year. Two (2) food safety inspections were not received in the previous year.
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| * The school did not maintain records for a period of six (6) months following a month's temperature records to demonstrate compliance.
 |
| * The school does not have a copy of the written food safety plan onsite.; The School Food Authority does have a written food safety program that covers any facility or part of a facility where food is stored prepared or served in the district.
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| Local School Wellness Policy |
| * The School Food Authority does not have documentation demonstrating the results of the assessment have been made available to the public.; The School Food Authority does not have documentation on file demonstrating an assessment of the local school wellness policy is conducted every three years.
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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.
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| * The School Food Authority has not maintained meeting minutes that list who is on the wellness committee and/or content being discussed.
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| Civil Rights |
| * The nondiscrimination statement posted on the School Food Authority's website is not in compliance with USDA criteria.
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| * The School Food Authority did not publish a public release as required.
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| * The School Food Authority did not use the Nuts and Bolts OnDemand: Civil Rights in Child Nutrition Programs to train staff.
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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 a procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs.; 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 maintain medical statements for students with a disability requesting meal modifications that fall outside of the meal pattern.
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| * The School Food Authority's district-wide civil rights policy does not include meal modification information.
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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Food Service Director open to all feedback back and quick to implement need changes to come into compliance with Program regulations. |