**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:** **Nativity Preparatory School**

**Date(s) of Administrative Review:** 11/09/2022

**Date review results were provided to the School Food Authority:** 11/09/2022

**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 |
| Meal Counting and Claiming |
| * On the day of review, lunch meal counts were counted incorrectly. It was identified as a systemic error. |
| * One or more meal service lines 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. |
| * The total meal counts from the month of review compared the number of meal count for the day of review were not reasonable. |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * Lunch production records and/or other supporting documentation for the review period did not indicate that planned menu quantities met meal pattern requirements. |
| * One or more of the lunch meals observed, on the day of review, did not contain all of the required meal components. |
| * There is no signage explaining what constitutes a reimbursable lunch to students for all applicable grade groups. |
| 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 |
| * No one in the kitchen is trained in choke saving procedures. |
| * One or more foodservice employees have not been trained on fire extinguisher procedures. |
| * Program facilities are not off-limits to unauthorized personnel. |
| * The school did not record equipment temperatures or maintain records for a period of six (6) months following a month's temperature recording to demonstrate compliance. |
| * 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. |
| Local School Wellness Policy |
| * The local school wellness policy does not contain the required elements. The policy is missing policies for food and beverage marketing. |
| * The local school wellness policy does not contain the required elements. The wellness policy is missing goals for nutrition promotion and education, physical activity and/or other school-based activities. |
| * The local school wellness policy does not contain the required elements. The wellness policy is missing nutrition guidance for some or all foods available on school campus. |
| * The School Food Authority does not have documentation demonstrating the local school wellness policy has been made available to the public. |
| * 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. |
| * 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 of the program materials were missing the non-discrimination statement. |
| * Some or all staff who interact with program applications or participants and/or their supervisors have not received civil rights training. |
| * The public release does not contain the required components. |
| * The School Food Authority does not communicate the availability of meal modifications to families. |
| * 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. |
| * The School Food Authority does not provide services to households compromised of persons with Limited English Proficiency (LEP). |
| * The School Food Authority's civil rights policy does not include or is missing requirements outlined in SP59-2016 Modifications to Accommodate Disabilities in School Meal Programs. |

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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Program is very caring for their students' nutritional health with motivation to improve the food program. |