**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:** **Old Sturbridge Academy Charter School**

**Date(s) of Administrative Review:** 11/07/2022

**Date review results were provided to the School Food Authority:** 11/07/2022

**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 |
| * Some of the applications selected for the review were not approved correctly. |
| * The individual conducting the Virtual Gateway uploads is not a current Local Education Agency representative. |
| Verification |
| * The School Food Authority did not complete the annual verification process by November 15th.; The SFA did not request an extension of the November 15 verification deadline, in writing, from DESE. |
| * The School Food Authority did not use the Virtual Gateway to conduct Direct Verification for the selected applications. |
| Meal Counting and Claiming |
| * The district is permitting students to charge second meals and/or a la carte items. |
| * The individual submitting the claim for reimbursement is not a current district employee. |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * Fluid milk was not made available in at least the two required varieties throughout the serving period on all breakfast meal service lines.; Fluid milk was not made available in at least the two required varieties throughout the serving period on all lunch meal service lines. |
| * The school did not offer some or most of planned lunch menu for the day of review. |
| School Nutrition Environment |
| Food Safety |
| * 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. |
| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine). |
| * One or more foodservice employees have not been trained on fire extinguisher procedures. |
| * The most recent food safety inspection is not publicly posted in a visible location. |
| * 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.; The written food safety program does not contain or is missing HACCP principles. |
| Local School Wellness Policy |
| * The School Food Authority has not maintained meeting minutes that list who is on the wellness committee and/or content being discussed. |
| Civil Rights |
| * 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. |
| * 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: Kitchen was very clean and organized. Staff did a great job preparing for the review and was very receptive to all feedback and recommendations. |