**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:** **Westborough School Department**

**Date(s) of Administrative Review:** 04/11/2023

**Date review results were provided to the School Food Authority:** 04/12/2023

**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)

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 |
| * Incorrect conversion factors were used when processing applications that indicated more than one income frequency. |
| * Not all direct certifications (SNAP, TANF, FDPIR, foster, homeless, runaway, migrant, Head Start, Even Start) were correctly certified. |
| * Some of the applications selected for the review were not approved correctly. |
| * The School Food Authority did not account for benefits that have been extended to students living in a household that is receiving SNAP, TAFDC, FDPIR or specific categories of Medicaid benefits. |
| Verification |
| * Households for whom benefits were to be reduced or terminated were not given 10 calendar days' written advance notice of the change. |
| * The School Food Authority did not use the Virtual Gateway to conduct Direct Verification for the selected applications. |
| * 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 Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * The daily minimum quantity requirements for lunch are not met for the age/grade group being offered. |
| School Nutrition Environment |
| Food Safety |
| * One or more storage violations were observed. The school did not ensure that the storage, preparation and service of food are maintained. |
| Local School Wellness Policy |
| * 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. |
| * The School Food Authority did not publish a public release as required. |
| * The School Food Authority does not communicate the availability of meal modifications to families. |
| * 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: Kitchens were bright, clean and organized. Presentation of fruits and vegetables were colorful. It is apparent that the school nutrition staff take pride in their work and kitchens! |