**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:** **Arlington Public Schools**

**Date(s) of Administrative Review:** 12/11/2023

**Date review results were provided to the School Food Authority:** 12/14/2023

**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 |
| Verification |
| * The School Food Authority did not complete the annual verification process by November 15th.
 |
| Meal Patterns and Nutritional Quality |
| Meal Components & Quantities- Lunch Program |
| * There is no signage explaining what constitutes a reimbursable lunch to students.
 |
| Offer versus Serve- Lunch Program |
| * There was no signage or signage missing requirements explaining what constitutes a reimbursable meal to students for NSLP.
 |
| School Nutrition Environment |
| Food Safety |
| * No one in the kitchen is trained in choke saving procedures.
 |
| * One or more foodservice employees do not know fire extinguisher procedures.
 |
| * Pest control records were not maintained.
 |
| * Program facilities are not off-limits to unauthorized personnel. There are not safeguards against theft and damage.
 |
| * The most recent food safety inspection is not publicly posted in a visible location.
 |
| * The School Food Authority's standard operating procedures (SOPs) were not implemented.
 |
| 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.
 |
| 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 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's district-wide civil rights policy does not include meal modification information.
 |
| * 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: Staff did an exceptional job even though they were short staffed. The interaction between staff and every student that came through the lines were refreshing to observe. |