**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:** **Gloucester School Committee**

**Date(s) of Administrative Review:** 01/23/2024

**Date review results were provided to the School Food Authority:** 01/24/2024

**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)

[x]  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 |
| Meal Counting & Claiming- Lunch Program |
| * 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.
 |
| Meal Patterns and Nutritional Quality |
| Meal Components & Quantities- Lunch Program |
| * Lunch production records and/or other supporting documentation for the review period did not indicate that planned menu quantities met meal pattern requirements.
 |
| * Meal signage posted was not adequate to meet the needs of all children.
 |
| * The daily minimum quantity requirements for lunch are not met for the age/grade group being offered.
 |
| * The school did not comply with the planned lunch menu for the review period.
 |
| * The school did not offer the some or most of planned lunch menu for the review month which resulted in unacceptable substitutions.
 |
| * There is no signage explaining what constitutes a reimbursable lunch to students.
 |
| Offer versus Serve- Lunch Program |
| * Offer versus serve (OVS) is not properly being implemented at the school.
 |
| Dietary Specifications & Nutrition Analysis |
| * The School Food Authority does not have documentation to support the Low-Risk determination in the Off-Site Assessment (menus, production records, standardized recipes, USDA Foods Information Sheets). The School Food Authority does not maintain documentation to support dietary specifications are compliant (Calories, Saturated Fat, Sodium and Trans Fat).
 |
| * The School Food Authority does not maintain documentation to support dietary specifications are compliant. (Calories, Saturated Fat, Sodium and Trans Fat).
 |
| School Nutrition Environment |
| Food Safety |
| * Food temperatures are not taken and recorded on a regular basis.
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| * No one in the kitchen is trained in choke saving procedures.
 |
| * One or more foodservice employees do not know fire extinguisher procedures.
 |
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 |
| * One or more storage violations were observed. The school did not ensure that the storage, preparation and service of food are maintained.
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 |
| * Pest control records were not maintained.
 |
| * Two (2) food safety inspections were not received in the previous year.
 |
| 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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| Civil Rights |
| * The School Food Authority's district-wide civil rights policy does not include meal modification information.
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| * 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: Great cooperation during, and preparation for, review. Clean kitchens, pleasant staff, students appreciated meal offerings. |