**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:** **North Middlesex Reg'l School Dist**

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

**Date review results were provided to the School Food Authority:** 12/13/2023

**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 |
| * Applications were not reviewed and/or signed by the Confirming Official.
 |
| * 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 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.
 |
| Meal Counting & Claiming- Lunch Program |
| * Fifty percent (50%) or more of the serving days exceeded the number of attendance adjusted eligible of enrolled students by free, reduced and/or paid categories (for lunch).
 |
| * Meal counts for day of review were not provided to the state agency reviewer.
 |
| * 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 |
| * Fluid milk was not made available in at least the two required varieties throughout the serving period on all lunch meal service lines.
 |
| * One or more of the lunch meals observed, on the day of review, did not contain all of the required meal components.
 |
| * The school did not comply with the planned lunch menu for the review period.
 |
| * The school's menu does not comply with the required age/grade groups lunch meal pattern requirements.
 |
| Dietary Specifications & Nutrition Analysis |
| * 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 |
| * 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; two (2) food safety inspections were not received in the previous year.
 |
| * 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; two (2) food safety inspections were not received in the previous year.
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| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).
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| * Food temperatures are not taken and recorded on a regular basis at site 299-310, Nissitissit Middle School.
 |
| * Food temperatures are not taken and recorded on a regular basis at site 299-600, Keystone Collaborative/PreK.
 |
| * No one in the kitchen is trained in choke saving 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.
 |
| * Program facilities are not off-limits to unauthorized personnel; there are not safeguards against theft and damage.
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| * The school does not have a copy of the written food safety plan onsite.
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| * The School Food Authority's standard operating procedures (SOPs) were not implemented.
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 |
| 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.
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| * 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.
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| Civil Rights |
| * The School Food Authority does not have a procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs.
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| * 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'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: Great participation by district and food service management company staff during review. Food served looked appealing; students appeared to appreciate the offerings. |