**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:** **Somerville Public Schools**

**Date(s) of Administrative Review:** 12/04/2023

**Date review results were provided to the School Food Authority:** 12/06/2023

**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 |
| Verification |
| * Some or all of the student's eligibility status were not increased later than 3 calendar days or decreased no later than 10 calendar days from the final verification decision. |
| * 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 |
| * The SFA does not have standard operating procedures for meals served in the classroom. |
| Afterschool Snack Program |
| * Snacks are not being properly counted and claimed. |
| * The program has not been monitored within the first four (4) weeks of operation. |
| Meal Patterns and Nutritional Quality |
| Meal Components & Quantities- Lunch Program |
| * Some of the reviewed lunch meals during the review period indicated that all of the required meal components per weekly meal pattern requirements were not offered and served to students. |
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| School Nutrition Environment |
| Food Safety |
| * One or more foodservice employees do not know fire extinguisher procedures. |
| * Pest control records were not maintained. |
| * The most recent food safety inspection is not publicly posted in a visible location. |
| Civil Rights |
| * 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: Presentation of meals and the interaction of staff with students was great to observe. |