**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:** **Sutton Public Schools**

**Date(s) of Administrative Review:** 01/08/2024

**Date review results were provided to the School Food Authority:** 01/09/2024

**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)

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 & Benefit Issuance |
| * The School Food Authority did not accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document. |
| * The School Food Authority did not perform Direct Certification matches according to the required timeframes. |
| Verification |
| * The applications selected for verification were not properly selected. |
| * The School Food Authority did not complete the annual verification process. |
| * The School Food Authority did not use the Virtual Gateway to conduct Direct Verification. |
| Meal Counting & Claiming- Lunch Program |
| * One or more meal service lines did not provide an accurate count of meals at the point of service (or approved alternate). |
| * The counts for some or all of the schools were incorrectly consolidated and claimed by the SFA. |
| * There was a difference between the SFA's claim and the Stage Agency's validated counts for lunch and/or breakfast for one or more schools for the review period. This is a systemic error. |
| Meal Patterns and Nutritional Quality |
| Meal Components & Quantities- Lunch Program |
| * One or more of the lunch meals observed, on the day of review, did not contain all of the required meal components. |
| * 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. |
| Offer versus Serve- Lunch Program |
| * Offer versus serve (OVS) is not properly being implemented at the school. |
| * The SFA has an insufficient amount of information demonstrating that the cafeteria staff has been trained on Offer vs. Serve requirements for NSLP. |
| * There was no signage or signage missing requirements explaining what constitutes a reimbursable meal to students for NSLP. |
| Dietary Specifications & Nutrition Analysis |
| * The School Food Authority does no maintain documentation to support dietary specifications are compliant. (Calories, Saturated Fat, Sodium and Trans Fat) for breakfast. |
| * The School Food Authority does no maintain documentation to support dietary specifications are compliant. (Calories, Saturated Fat, Sodium and Trans Fat) for lunch. |
| School Nutrition Environment |
| Food Safety |
| * One or more foodservice employees do not know fire extinguisher procedures. |
| * One or more storage violations were observed. The school did not ensure that the storage, preparation and service of food are maintained. |
| * The most recent food safety inspection is not publicly posted in a visible location. |
| Local School Wellness Policy |
| * The local school wellness policy does not contain the required elements. The policy is missing policies for food and beverage marketing. |
| * 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 |
| * The public release does not contain the required components. |
| * The School Food Authority did not publish a public release as required. |
| * The School Food Authority did not use the Nuts and Bolts OnDemand: Civil Rights in Child Nutrition Programs to train staff. |
| * 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'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: The staff at Sutton Public Schools was a pleasure to work with. They are eager to learn more about the program and ways to improve the department. The students seemed to enjoy the food offerings. |