**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:** **Tantasqua Regional School District**

**Date(s) of Administrative Review:** 02/26/2024

**Date review results were provided to the School Food Authority:** 02/27/2024

**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)

[ ]  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 |
| Certification & Benefit Issuance |
| * Incorrect conversion factors were used when processing applications that indicated more than one income frequency.
 |
| * 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 update benefit issuance documents accurately and in a timely manner upon receipt of Direct Certification updates.
 |
| Verification |
| * Households for whom benefits were to be reduced or terminated were not given 10 calendar days' written advance notice of the change.
 |
| * 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.
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| * The School Food Authority did not use the Virtual Gateway to conduct Direct Verification for the selected applications.
 |
| * The SFA did not request an extension of the November 15 verification deadline, in writing, from DESE.
 |
| Meal Counting & Claiming- Lunch Program |
| * 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.
 |
| Meal Patterns and Nutritional Quality |
| 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 |
| * A review of agricultural food components indicated violations of the Buy American provision (7 CFR 210.21(d)) either during review of products on-site at reviewed schools or at off-site storage facilities as applicable.
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| * There is limited documentation to determine if domestic alternatives were considered and if an exception was granted by the School Food Authority.
 |
| 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 (3) years.
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| Civil Rights |
| * The approved "And Justice for All" poster was not posted in a prominent location and visible to all program participants.
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| * The nondiscrimination statement posted on the School Food Authority's website is not in compliance with USDA criteria.
 |
| * 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: Staff was great to work with while on site. They are efficient with their work and have good relationships with all the students. The students are well aware of the requirements needed to meet a reimbursable meal. |