**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:** **Belmont Public Schools**

**Date(s) of Administrative Review:** 04/14/2022

**Date review results were provided to the School Food Authority:** 04/14/2022

**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 |
| * The did not meet the requirements for Direct Verification.; The SFA did not use the Virtual Gateway to conduct Direct Verification for the selected applications. |
| Meal Counting and Claiming |
| * The school food authority shall establish internal controls which ensure the accuracy of lunch counts prior to the submission of the monthly Claim for Reimbursement. One or more meal service lines did not provide an accurate count of meals at the point of service (or approved alternate). |
| * There were one or more days when the lunch counts exceeded the number of attendance adjusted eligible student. |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * Fluid milk was not made available in at least the two required varieties throughout the serving period on all meal service lines. Schools must offer students a variety (at least two different options) of fluid milk. All milk must be fat-free or low-fat. Milk with higher fat content is not allowed. Fat-free fluid milk may be flavored or unflavored, and low-fat fluid milk must be unflavored. |
| * One or more of the meals observed, on the day of review, did not contain all of the required meal components.; Production records did not show planned menu quantities met meal pattern requirements for the review period. SFA's must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day. Production and menu records must be maintained in accordance with FNS guidance. |
| * Some of the reviewed 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. |
| * The posted signage promotes other beverages as an alternative selection to fluid milk throughout the food service area. |
| * There is no or limited signage explaining what constitutes a reimbursable breakfast to students for all applicable grade groups.; There is no signage explaining what constitutes a reimbursable lunch to students for all applicable grade groups. |
| School Nutrition Environment |
| Food Safety |
| * No one in the kitchen is trained in choke saving procedures. A minimum of one (1) foodservice employee must be trained in choke saving procedures.; One or more foodservice employees have not been trained on fire extinguisher procedures. All foodservice employees must be trained to use the fire extinguisher(s). |
| Local School Wellness Policy |
| * The SFA does not have documentation demonstrating the results of the assessment have been made available to the public. The SFA must make available to the public the Triennial Assessment, including progress toward meeting the goals of the policy. |
| * The SFA does not have documentation on file demonstrating an assessment of the location school wellness policy is conducted every three years. SFAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. |
| * The SFA has not maintained documentation to support the policy has been reviewed and updated within the past three years. Documentation of efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate, must be maintained.; The SFA has not maintained meeting minutes. Meeting minutes must be maintained on file and should list who is on the wellness committee and content being discussed. |
| Civil Rights |
| * Some or all of the program materials were missing the non-discrimination statement. |
| * The SFA did not publish a public release as required. At or near the beginning of the school year, the SFA must publish a public release to inform applicants, participants, and potentially eligible persons of the program availably, program rights and responsibilities, the policy of nondiscrimination, and the procedure for filing a complaint. |
| * The SFA does not collect racial/ethnic data on an annual basis. |

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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: The foodservice staff at the high school were very helpful during the review and open to all feedback. |