**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:** **Berkshire Hills Regional School District**

**Date(s) of Administrative Review:** 04/07/2022

**Date review results were provided to the School Food Authority:** 04/07/2022

**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)

[x]  School Breakfast Program

[x]  National School Lunch Program

[ ]  Fresh Fruit and Vegetable Program

[x]  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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| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * 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.
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| * 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.
 |
| Offer versus Serve |
| * Offer versus serve (OVS) is not properly being implemented at the school. A SFA or school must offer a minimum of four food items daily as part of the required breakfast components and five items as part of the required lunch components. Students are allowed to decline one of the four food items at breakfast and two of the five food items at lunch provided that students select at least 1/2 cup of the fruit or vegetable component for a reimbursable meal at both meals. Senior high schools must participate in offer versus serve. Schools below the senior high level may participate in offer versus serve at the discretion of the school food authority.
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| School Nutrition Environment |
| Food Safety |
| * The school does not have two board of health inspections publicly posted. Schools shall obtain a minimum of two food safety inspections during each school year conducted by a State or local governmental agency responsible for food safety inspections.
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| * The SFA did not provide an adequate written food safety program that covers any facility or part of a facility where food is stored, prepared, or served. The food safety program must meet the program requirements.
 |
| 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 local school wellness policy must contain policies for food and beverage marketing that allow marketing and advertising of only those foods that meet the Smart Snacks in School nutrition standards.
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| * The local school wellness policy does not contain the required elements. The local school wellness policy is missing guidance for some or all foods available on school campus. The local school wellness policy is required to contain guidelines for school meal standards, competitive foods and beverages, and any other foods available during the school day.
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| Smart Snacks |
| * Foods/beverages sold to students during fundraiser do not meet Smart Snacks standards.
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| * Foods/beverages sold to students in School Stores do not meet Smart Snacks standards.
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| Civil Rights |
| * Some or all staff who interact with program applications or participants and/or their supervisors have not received civil rights training.
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| * The SFA does not have a procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs.
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| * The SFA does not have or has not maintained a civil rights complaint log to track any written or verbal complaints alleging discrimination in FNS Programs.
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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Well run program, numerous meal options for students. Passionate food service director. |