**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:** **Framingham Public Schools**

**Date(s) of Administrative Review:** 04/05/2022

**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)

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 SFA did not meet the follow-up requirements for households failing to respond to the verification request.; The SFA's notice of adverse action is missing some or all of the required information. The notice shall advise the household of: the benefit change, reasons for the change, notification of the right to appeal and when the appeal must be filed, instructions on how to appeal and the right to reapply at any time during the school year. The reasons for ineligibility shall be properly documented and retained on file at the local educational agency. |
| Meal Counting and Claiming |
| * Claims for Reimbursement shall include sufficient detail to justify the meals claimed. One or more lunch counts were incorrectly used in the Claim for Reimbursement.; 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).; The school food authority shall establish internal controls which ensure the accuracy of meal counts prior to the submission of the monthly Claim for Reimbursement. One or more meal count totals were not combined and recorded correctly.; The total meal counts from the month of review compared the number of meal count for the day of review were not reasonable.; There were one or more ineligible meals due to the questionable patterns in the lunch meal counts.; There were questionable patterns in the reported lunch meal counts in the review period. |
| 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. |
| * 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 daily minimum quantity requirements are not met for the age/grade group being offered.; The school did not comply with the planned menu for the review period.; The school did not offer some or most of planned menu for the day of review.; The school did not offer the some or most of planned menu for the day of review which resulted in unacceptable substitutions. |
| * 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 daily minimum quantity requirements are not met for the age/grade group being offered. |
| * Thayer Campus - Menu and menu documentation was not accurate/available for the Thayer Campus |
| School Nutrition Environment |
| Food Safety |
| * Extermination records are not available for determination of pest control. SFAs need to have an Integrated Pest Management Plan (IMP) and extermination records must be maintained on file for five (5) years. |
| * Food temperatures are not taken and recorded on a regular basis. Food temperatures must be taken on a regular basis and recorded.; The school did not maintain records for a period of six months following a month's temperature records to demonstrate compliance. |
| * Foodservice workers are not properly attired. Foodservice employees must wear clean outer clothing to prevent contamination. |
| * No one in the kitchen is food allergen certified. A minimum of one (1) foodservice employee must be certified in food allergen awareness.; No one in the kitchen is food safety certified. A minimum of one (1) foodservice employee must be certified in 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). |
| * 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). |
| * The food safety inspection is not publicly posted in a visible location. |
| * The food safety inspection is not publicly posted in a visible location.; The school either had one or no health inspection from the local board of health. 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.; The SFA did not provide documentation to indicate that the SFA requested two (2) inspections in the current school year from the local board of health. |
| * The school does not have a copy of the written food safety plan available? |
| * 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.; The SFA does not have written copy of the food safety plan available at each school. |
| * The SFA did not provide documentation to indicate that the SFA requested two (2) inspections in the current school year from the local board of health. |
| Local School Wellness Policy |
| * The SFA does not have documentation demonstrating the local school wellness policy has been made available to the public. SFAs must make the wellness policy available to the public, on an annual basis at a minimum. |
| * 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 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. |
| Smart Snacks |
| * Foods/beverages sold to students in Vending Machines do not meet Smart Snacks standards.; Some or all of the food and beverages sold to students during the school day, did not meet the Competitive Food standards. All competitive food sold to students on the school campus during the school day must meet the nutrition standards specified. These standards apply to items as packaged and served to students. |
| Civil Rights |
| * School Food Authorities and local educational agencies of schools participating in the National School Lunch Program, School Breakfast Program or Special Milk Program must take all actions that are necessary to insure compliance with the nondiscrimination practices for children eligible to receive free and reduced price meals or free milk. The "And Justice for All" poster must be prominently displayed. |

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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Staff were accommodating and open to all feedback. |