**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:** **Freetown-Lakeville Regional School Dist.**

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

**Date review results were provided to the School Food Authority:** 04/06/2022

**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 |
| * Does the SFA use an electronic system to identify error-prone applications? If yes, explain in the comments what software does the SFA uses? |
| Meal Counting and Claiming |
| * The total meal counts from the month of review compared the number of meal count for the day of review were not reasonable. |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * 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. |
| * SFA is not providing appropriate milk substitutes for children with medical allergies. |
| * 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. Under OVS, students must be allowed to decline two components at lunch, except that the students must select at least 1/2 cup of either the fruit or vegetable component. 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. |
| School Nutrition Environment |
| Food Safety |
| * Foods are not rotated properly according to accepted practice. SFAs should store and use food following first in, first out (FIFO) procedures to safeguard against spoilage. |
| * 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. |
| * The food safety inspection is not publicly posted in a visible location. |
| * The school did not maintain records for a period of six months following a month's temperature records to demonstrate compliance. |
| * 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. |
| 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 and beverages that meet the Smart Snacks in School nutrition standards. |
| * 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 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. |
| Smart Snacks |
| * Foods/beverages sold to students in the cafeteria do not meet Smart Snacks standards |
| Civil Rights |
| * The SFA does not collect racial/ethnic data on an annual basis. |
| * 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: Food Service Director is very involved in day to day operations. She is knowledgeable about the regulations and was open to feedback to ensure that all meals can meet vegetable sub groups. |