**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:** **Nahant Public Schools**

**Date(s) of Administrative Review:** 03/15/2022

**Date review results were provided to the School Food Authority:** 03/15/2022

**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

[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**

|  |
| --- |
| Program Access and Reimbursement |
| Verification |
| * ESE was unable to confirm that the verified applications on file match the number reported on the most recently submitted FNS-742.; The SFA did not complete the annual verification process by November 15th. The SFA must complete the verification process no later than November 15 of each school year.; The SFA did not meet the follow-up requirements for households failing to respond to the verification request.; The verification notification letter is missing some or all of the required information. Households selected for verification must be informed that:They are required to submit the requested information, proof that the children receive benefits and confirm that their children are foster, homeless, migrant, or runaway. Failure to cooperate with verification efforts will result in the termination of benefits.
 |
| * 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 |
| * 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 counts for some or all of the schools were incorrectly consolidated and claimed by the SFA. The SFA must correctly record, consolidate and report those lunch and supplement counts on 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 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.
 |
| * Point of service meal counts were not accurate. (1) Student names were checked at the beginning of the line on the entrée order sheet for the restaurant; and (2) The roster did not provide an accurate meal count on the day of the review. Students were written on the roster that received a meal, but did not order ahead of time. The recounting of meals by the reviewer were not the same as the SFA meal counts.
 |
| 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.; 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.
 |
| * There were several menu/meal pattern deficiencies and or documentation errors. A review of the menu and documentation indicated the following: (1) Cycle menus were not dated, (2) The menu did not indicate the vegan meals, (3) Vegetable components did not meet the 3/4 cup weekly minimum, (4) Vegetable subgroups were not met for the review week of 12/6-12/10/21, (5) The menu for December 6, 2021 followed the breakfast meal pattern (not lunch), (6) Standardized recipes were not completed, (7) Product formulation statements/CN labels were either missing or were not accurate, (8) Food Production records with required documentation were not maintained.
 |
| 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.
 |
| * Program facilities are not off-limits to unauthorized personnel. Facilities for the handling, storage, and distribution of purchased and donated foods must properly safeguarded against theft, spoilage and other loss.
 |
| * 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 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 |
| * Although minutes of the Wellness Committee were maintained, LWP topics were not included. Meeting minutes should include the LWP specific goals for nutrition promotion and education, physical activity, and other school based activities that promote student wellness.
 |
| * The Local Wellness Policy (LWP) has not been reviewed. The SFA must be assess, at a minimum, every three years and the results available to the public. A review of the Administrative Review Offsite Assessment indicated a non-applicable response for the LWP assessment completion. Technical assistance and reference to the website https://johnstalkerinstitute.org/resources/school-wellness/ was provided during the exit conference.
 |
| Civil Rights |
| * One food service staff person did not have Civil Rights training. Training must be completed by all foodservice staff.
 |
| * The SFA does not provide services to households compromised of persons with Limited English Proficiency (LEP). SFAs must make communication with households in an understandable and uniform format and to the maximum extent practicable, in a language that parents and guardians can understand.
 |
| * The SFAs civil rights policy does not include or is missing requirements outlined in SP59-2016 Modifications to Accommodate Disabilities in School Meal Programs.
 |