**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:** **Northeast Family Institute**

**Date(s) of Administrative Review:** 04/20/2022

**Date review results were provided to the School Food Authority:** 04/25/2022

**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 |
| * The daily minimum quantity requirements are not met for the age/grade group being offered.
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| School Nutrition Environment |
| Food Safety |
| * A review of agricultural food components indicated violations of the Buy American provision (7 CFR 210.21(d)) either during review of products on-site at reviewed schools or at off-site storage facilities as applicable.; There is limited documentation to determine if domestic alternatives were considered and if an exception was granted by the SFA because the agricultural food component is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality or competitive bids reveal the costs of domestic agricultural food components are significantly higher than the non-domestic ones.
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| * Foodservice workers are not properly attired. Foodservice employees must wear clean outer clothing to prevent contamination.
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| * 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.
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| * 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).
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| * Proper dishwashing procedures are not followed. One or more violations were observed during the pre-rinse, wash, rinse, sanitize and/or drying procedures.
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| * 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.
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| Local School 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.
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| Civil Rights |
| * The SFA does not have a procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs.; 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: Staff does a great job at encouraging children to make healthy purchasing options when shopping at local grocery stores for the residential home sites. |