**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:** **PIONEER CHARTER SCHOOL OF SCI. Everett**

**Date(s) of Administrative Review:** 05/02/2022

**Date review results were provided to the School Food Authority:** 05/02/2022

**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 |
| * ESE was unable to confirm that the verified applications on file match the number reported on the most recently submitted FNS-742. |
| * Households were not given ten days advance notification that receive a reduction or termination of benefits, prior to the actual reduction or termination. |
| * The applications selected for verification were not appropriate for the sample size option used. An error prone application is an approved household application with a monthly income within $100 or annual income within $1,200 of the applicable income eligibility limit for free or for reduced meals. Error prone applications should be selected as priority of the sample size. |
| * 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 was unable to produce documentation demonstrating that a confirmation review was conducted. |
| Meal Counting and Claiming |
| * The SFA is not following their approved SFA-SA Agreement/application. Each SFA approved to participate in the program signs a written agreement with the ESE. This agreement states the School Food Authority and participating schools under its jurisdiction, shall comply with all provisions of 7 CFR parts 210 and 245. |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * One or more of the required meal components were not available on every reimbursable meal service line to all participating students prior to the beginning of meal service. |
| * 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. |
| School Nutrition Environment |
| Food Safety |
| * No one in the kitchen is food allergen certified. A minimum of one (1) foodservice employee must be certified in food allergen awareness. |
| * 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 school did not ensure that the storage, preparation and service of food are maintained. Facilities for the handling, storage, and distribution of purchased and donated foods shall be such as to properly safeguard against theft, spoilage and other loss. |

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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Good menu variety and colorful presentation. Well prepared for AR and cooperative. Pleasant staff and good rapport with students. |