**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:** **Plymouth School Committee**

**Date(s) of Administrative Review:** 03/23/2022

**Date review results were provided to the School Food Authority:** 03/24/2022

**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 |
| * 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. |
| Meal Counting and Claiming |
| * 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 district is permitting students to charge second meals and/or a la carte items. Districts should not allow second meals and/or a la carte items to be charged to student accounts. |
| * 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 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 required meal components were not available on every reimbursable meal service line to all participating students during the 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. |
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| 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. |
| * 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 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. |
| * The school did not maintain records for a period of six months following a month's temperature records to demonstrate compliance. |
| * The school does not have a copy of the written food safety plan available? |
| * 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 SFA's standard operating procedures (SOPs) were not implemented. A school food authority with a food safety program must implement traditional hazard analysis and critical control point (HACCP) principles. |
| 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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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: FSD cooperative. Good presentation of meals at schools reviewed. |