**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:** **Sacred Heart School**

**Date(s) of Administrative Review:** 02/28/2022

**Date review results were provided to the School Food Authority:** 02/28/2022

**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

[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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| Program Access and Reimbursement |
| Certification and Benefit Issuance |
| * The LEA representative is not using their own username/password to login to the Virtual Gateway. Virtual Gateway usernames and passwords may not be shared. Each user must use their own username and password to access the Virtual Gateway.
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| Verification |
| * ESE was unable to confirm that the verified applications on file match the number reported on the most recently submitted FNS-742.
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| * The did not meet the requirements for Direct Verification.
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| * Verification documents were not provided for review. Documents not provided for review include: application(s) selected, household notifications, household results letters, documentation of direct verification.
 |
| 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.
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| * 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 school food authority shall establish internal controls which ensure the accuracy of meal counts prior to the submission of the monthly Claim for Reimbursement. One or more meal count totals were not combined and recorded correctly.
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| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * Meal components and Quantities supporting documentation was not provided for the review. Documents not provided include: production records, standardized recipes, nutrition facts labels, CN labels and/or product formulation statements.
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| * One or more of the meals observed, on the day of review, did not contain all of the required meal components.
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| School Nutrition Environment |
| Food Safety |
| * Food temperatures are not taken and recorded on a regular basis. Food temperatures must be taken on a regular basis and recorded.
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| * Foodservice workers are not properly attired. Foodservice employees must wear clean outer clothing to prevent contamination.
 |
| * The school did not maintain records for a period of six months following a month's temperature records to demonstrate compliance.
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| * The school does not have a copy of the written food safety plan available?
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| Local School Wellness Policy |
| * Local School Wellness Policy documents were not submitted for the review. The documents not provided include: the wellness policy, meeting minutes, documentation supporting review/update of the policy, documentation of wellness committee meetings, documentation demonstrating the policy has been made available to the public.
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| * 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.
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| * The SFA does not have documentation on file demonstrating an assessment of the location school wellness policy is conducted every three years. SFAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy.
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| Civil Rights |
| * Civil Rights documents were not provided for the review. Documents not provided include: the non-discrimination statement, public release, racial/ethnic data collection, civil rights compliant procedures and log, Limited English Proficiency (LEP) services provided, policy outlining the SP59-2016 Modifications to Accommodate Disabilities' in School Meals Programs memo.
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