**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:** **South Coast Educational Collaborative**

**Date(s) of Administrative Review:** 03/29/2022

**Date review results were provided to the School Food Authority:** 03/29/2022

**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

[ ]  Afterschool Snack

[ ]  Special Milk Program

[ ]  Seamless Summer Option

1. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

[x]  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 SFA did not meet some or all of the required timeframes for the Direct Certification matches. All local educational agencies must conduct direct certification as follows: At or around the beginning of the school year; Three months after the initial effort; and Six months after the initial effort.
 |
| Meal Counting and Claiming |
| * SFA did not have documentation to ensure justified, accurate, reasonable meal counts for the month of review.
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| * The school food authority shall establish internal controls which ensure the accuracy of breakfast counts prior to the submission of the monthly Claim for Reimbursement. One or more meal service lines did not provide an accurate count at the point of service (or approved alternate).
 |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * 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.
 |
| * The school did not comply with the planned menu for the review period.
 |
| Offer versus Serve |
| * There was no signage or signage missing requirements explaining what constitutes a reimbursable meal to students. Schools must identify, near or at the beginning of the serving line(s), the food items that constitute the unit-priced reimbursable school meal(s). The price of a reimbursable lunch does not change if the student does not take a food item or requests smaller portions.
 |
| 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.
 |
| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).
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| * Food temperatures are not taken and recorded on a regular basis. Food temperatures must be taken on a regular basis and recorded.
 |
| * Foods are not rotated properly according to accepted practice. SFAs should store and use food following first in, first out (FIFO) procedures to safeguard against spoilage.
 |
| * 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.
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| * 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 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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| * The SFA does not have written copy of the food safety plan available at each school.
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| Local School Wellness Policy |
| * The local school wellness policy does not contain the required elements. The policy is missing policies for food and beverage marketing. The local school wellness policy must contain policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
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| * The local school wellness policy does not contain the required elements. The wellness policy is missing nutrition guidance for some or all foods available on school campus. The local school wellness policy is required to contain guidelines for school meal standards, competitive foods and beverages, and any other foods available during the school day.
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| * The SFA does not have documentation demonstrating the local school wellness policy has been made available to the public. SFAs must make the wellness policy available to the public, on an annual basis at a minimum.
 |
| * 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 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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| * The SFA has not maintained meeting minutes. Meeting minutes must be maintained on file and should list who is on the wellness committee and content being discussed.
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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Lunch team approached the review with a growth mindset willing to learn and change. The staff were passionate about their work, caring with the kids, and honest about what there were and were not doing as they prepared and served lunch. |