**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:** **St. Bridget Parish School**

**Date(s) of Administrative Review:** 05/16/2022

**Date review results were provided to the School Food Authority:** 05/16/2022

**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 |
| 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. |
| Verification |
| * 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. |
| * 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). |
| * 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. |
| * 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. |
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| * The daily minimum quantity requirements are not met for the age/grade group being offered. |
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| Offer versus Serve |
| * Offer versus serve (OVS) is not properly being implemented at the school. Under OVS, students must be allowed to decline two components at lunch, except that the students must select at least 1/2 cup of either the fruit or vegetable component. Senior high schools must participate in offer versus serve. Schools below the senior high level may participate in offer versus serve at the discretion of the school food authority. |
| * The SFA has an insufficient amount information demonstrating that the cafeteria staff has been trained on Offer vs. Serve requirements for NSLP. |
| * 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.; 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 US in sufficient and reasonably available quantities of a satisfactory quality; Competitive bids reveal the costs of domestic agricultural food components are significantly higher than the non-domestic ones; The exception was related to the domestic food as prohibitively costly or limited quantity availability. |
| * Food temperatures are not taken and recorded on a regular basis. Food temperatures must be taken on a regular basis and recorded. |
| * Foodservice workers are not properly attired. Foodservice employees must wear clean outer clothing to prevent contamination.; Student workers are not properly attired and/or supervised. All student workers must be properly attired and supervised when working in foodservice. |
| * The food safety inspection is not publicly posted in a visible location. |
| * The school does not have a copy of the written food safety plan available.; The SFA does not have written copy of the food safety plan available at each school. |
| * 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.; 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. |
| Local School Wellness Policy |
| * The local school wellness policy does not contain the required elements. The wellness policy is missing goals for nutrition promotion and education, physical activity and/or other school-based activities. The local school wellness policy is required to contain goals for nutrition education, nutrition promotion, other school-based activities to promote student wellness, and physical activity. |
| * 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. |
| * 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. |
| * 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. |
| Civil Rights |
| * Some or all staff who interact with program applications or participants and/or their supervisors have not received civil rights training.; The SFA did not use the Nuts and Bolts OnDemand: Civil Rights in Child Nutrition Programs to train staff. |
| * The SFA did not publish a public release as required. At or near the beginning of the school year, the SFA must publish a public release to inform applicants, participants, and potentially eligible persons of the program availably, program rights and responsibilities, the policy of nondiscrimination, and the procedure for filing a complaint. |
| * 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: The foodservice director was open to all feedback. Students offered a wide variety of fruits and vegetables. |