**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:** **Boston School Committee**

**Date(s) of Administrative Review:** 03/20/2023

**Date review results were provided to the School Food Authority:** 04/13/2023

**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 |
| Meal Counting and Claiming |
| * On the day of review, lunch meal counts were counted incorrectly. It was identified as a systemic error.; One or more meal service lines did not provide an accurate count of meals at the point of service (or approved alternate). |
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| * The total meal counts from the month of review compared the number of meal count for the day of review were not reasonable. |
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| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * Breakfast production records and/or other supporting documentation for the review period did not indicate that planned menu quantities met meal pattern requirements. |
| * Fluid milk was not made available in at least the two required varieties throughout the serving period on all lunch meal service lines. |
| * Lunch production records and/or other supporting documentation for the review period did not indicate that planned menu quantities met meal pattern requirements. |
| * One or more of the lunch 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 lunch meal service line to all participating students prior to the beginning of meal service. |
| * One or more of the required meal components were not available on every reimbursable meal service line to all participating students during the lunch meal service. |
| * Some of the reviewed lunch 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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| * Some of the reviewed lunch 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.; Some of the reviewed meals during the review period indicated that all of the required breakfast meal components per weekly meal pattern requirements were not offered and served to students. |
| * The daily minimum quantity requirements for lunch are not met for the age/grade group being offered. |
| * The school did not offer some or most of planned lunch menu for the day of review. |
| * There is no or limited signage explaining what constitutes a reimbursable breakfast to students for all applicable grade groups. |
| Offer versus Serve |
| * Offer versus serve (OVS) is not properly being implemented at the school (Brighton HS). Staff at the point of service required students to take both fruit and vegetable. Line staff unclear what each meal needed to be complete. |
| * Offer versus serve (OVS) is not properly being implemented at the school (English HS). Staff were instructing children to take three items (two fruits and a milk) rather than 3 components. |
| * Offer versus serve (OVS) is not properly being implemented at the school (Lee Academy). Most students were not provided the option to decline components. In addition, milk was preplated, not allowing students a choose the milk type. |
| * Offer versus serve (OVS) is not properly being implemented at the school (Lyon K-8). Kindergarten teacher required all students to take all five components. |
| * Offer versus serve (OVS) is not properly being implemented at the school (New Mission HS). The same components were pre-plated, not permitting students to decline or choose different components available. |
| * Offer versus serve (OVS) is not properly being implemented at the school (Tobin K-8). During the first lunch, every lunch was served a fruit, therefore students were only permitted to decline the milk component. All other components were pre-packaged from City Fresh (vendor). |
| * The SFA has an insufficient amount information demonstrating that the cafeteria staff has been trained on Offer vs. Serve requirements for NSLP. |
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| * The SFA has an insufficient amount of 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 breakfast meal to students.; There was no signage or signage missing requirements explaining what constitutes a reimbursable meal to students for NSLP. |
| School Nutrition Environment |
| Food Safety |
| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine). |
| * Extermination records are not available for determination of pest control. |
| * No one in the kitchen is trained in choke saving procedures. |
| * One or more foodservice employees do not know fire extinguisher procedures. |
| * One or more storage violations were observed. The school did not ensure that the storage, preparation and service of food are maintained. |
| * Program facilities are not off-limits to unauthorized personnel. |
| * The most recent food safety inspection is not publicly posted in a visible location. |
| * The school does not have a copy of the written food safety plan onsite. |
| * The School Food Authority's standard operating procedures (SOPs) were not implemented. |
| * There are not safeguards against theft and damage. |
| * There is limited documentation to determine if domestic alternatives were considered and if an exception was granted by the SFA. |
| Smart Snacks |
| * Foods/beverages sold to students in Vending Machines do not meet Smart Snacks standards. |
| Civil Rights |
| * The School Food Authority does not communicate the availability of meal modifications to families. |
| * The School Food Authority does not have a procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs.; The School Food Authority's written civil rights complaint procedure within the school meals program does not include some or all of the required content. |
| * The School Food Authority does not have or has not maintained a civil rights complaint log to track any written or verbal complaints alleging discrimination in FNS Programs. |
| * The School Food Authority's district-wide civil rights policy does not include meal modification information. |

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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: SFA has implemented a new POS system and sites are now able to capture accurate daily meal counts. |