**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:** **Burlington Public Schools**

**Date(s) of Administrative Review:** 02/14/2023

**Date review results were provided to the School Food Authority:** 02/15/2023

**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)

[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)

[ ]  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 School Food Authority did not perform Direct Certification matches according to the required timeframes.
 |
| Meal Counting and Claiming |
| * One or more meal service lines did not provide an accurate count of meals at the point of service (or approved alternate).
 |
| * The individual submitting the claim is not listed in the Authorized Signatures.
 |
| * The lunch meal count totals were not recorded correctly.
 |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * Lunch production records and/or other supporting documentation for the review period did not indicate that planned menu quantities met meal pattern requirements.; 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.
 |
| * One or more of the lunch meals observed, on the day of review, did not contain all of the required meal components.
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| * 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 school did not comply with the planned breakfast menu for the review period.
 |
| * The school did not comply with the planned lunch menu for the review period.; The school did not offer some or most of planned lunch menu for the day of review.; The school did not offer the some or most of planned lunch menu for the day of review which resulted in unacceptable substitutions.
 |
| * There is no or limited signage explaining what constitutes a reimbursable breakfast to students for all applicable grade groups.
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| Offer versus Serve |
| * Offer versus serve (OVS) is not properly being implemented at the school.
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| * The SFA has an insufficient amount information demonstrating that the cafeteria staff has been trained on Offer vs. Serve requirements for NSLP.; The SFA has an insufficient amount information demonstrating that the cafeteria staff has been trained on Offer vs. Serve requirements for SBP.
 |
| * 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.
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| School Nutrition Environment |
| Food Safety |
| * Foods are not rotated properly according to accepted practice.; One or more storage violations were observed. The school did not ensure that the storage, preparation and service of food are maintained.
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| * No one in the kitchen is trained in choke saving procedures.
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| * One or more foodservice employees have not been trained on fire extinguisher procedures.
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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 wellness policy is missing nutrition guidance for some or all foods available on school campus.
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| * The School Food Authority does not have documentation demonstrating the local school wellness policy has been made available to the public.
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| * The School Food Authority does not have documentation demonstrating the results of the assessment have been made available to the public.; The School Food Authority does not have documentation on file demonstrating an assessment of the local school wellness policy is conducted every three years.
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| * The School Food Authority has not maintained meeting minutes that list who is on the wellness committee and/or content being discussed.
 |
| Civil Rights |
| * The nondiscrimination statement posted on the School Food Authority's website is not in compliance with USDA criteria.
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| * The School Food Authority did not publish a public release as required.
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| * The School Food Authority does not have a procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs.
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| * 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.
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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Very responsive interim food service director. Staff in kitchens were accommodating to reviewers. |