**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:** **Cape Cod Lighthouse Charter**

**Date(s) of Administrative Review:** 11/02/2022

**Date review results were provided to the School Food Authority:** 11/02/2022

**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)

[ ]  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**

|  |
| --- |
| Program Access and Reimbursement |
| Certification and Benefit Issuance |
| * Not all direct certifications (SNAP, TANF, FDPIR, foster, homeless, runaway, migrant, Head Start, Even Start) were correctly certified.
 |
| Verification |
| * The School Food Authority did not complete the annual verification process.
 |
| Meal Counting and Claiming |
| * The breakfast meal count totals were not recorded correctly.
 |
| * The lunch meal count totals were not recorded correctly.
 |
| * The total meal counts from the month of review compared the number of meal count for the day of review were not reasonable.
 |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * As a results of the Lunch Meal Components and Quantities offered or not offered, the Performance- Based Reimbursement has been turned off.
 |
| * 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.
 |
| * The schools' menu does not comply with the required age/grade groups lunch meal pattern requirements.
 |
| * There is no signage explaining what constitutes a reimbursable lunch to students for all applicable grade groups.
 |
| Offer versus Serve |
| * Offer versus serve (OVS) is not properly being implemented at the school.
 |
| School Nutrition Environment |
| 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 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 does not contain the required elements. The wellness policy is missing nutrition guidance for some or all foods available on school campus.
 |
| * The School Food Authority does not have documentation demonstrating the local school wellness policy has 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.
 |
| * The School Food Authority has not maintained documentation to support the policy has been reviewed and updated within the past three years.
 |
| Civil Rights |
| * 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 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 civil rights policy does not include or is missing requirements outlined in SP59-2016 Modifications to Accommodate Disabilities in School Meal Programs.
 |

|  |
| --- |
| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: School is working to provide meals in a seasonal tourist area without the resource of a kitchen. New staff have all been hired and are working on learning the program. Greater attention to the meal pattern requirements and eligibility categories is needed. |