**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:** **Cathedral High School**

**Date(s) of Administrative Review:** 02/27/2023

**Date review results were provided to the School Food Authority:** 02/27/2023

**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

[x]  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 |
| Meal Counting and Claiming |
| * One or more breakfast counts were incorrectly used in the Claim for Reimbursement.; One or more lunch counts were incorrectly used in the 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).
 |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * One or more of the lunch meals observed, on the day of review, did not contain all of the required meal components.
 |
| * 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.
 |
| Offer versus Serve |
| * Offer versus serve (OVS) is not properly being implemented at the school.; 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 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 |
| * No one in the kitchen is trained in choke saving procedures.
 |
| * One or more foodservice employees have not been trained on fire extinguisher procedures.
 |
| * The school did not maintain records for a period of six (6) months following a month's temperature records to demonstrate compliance.; The School Food Authority's standard operating procedures (SOPs) were not implemented.
 |
| * The School Food Authority did not have documentation to indicate that the School Food Authority requested two (2) inspections in the current school year from the local board of health.; Two (2) food safety inspections were not received in the previous year.
 |
| 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 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 meeting minutes that list who is on the wellness committee and/or content being discussed.
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| Civil Rights |
| * Some or all staff who interact with program applications or participants and/or their supervisors have not received civil rights training.
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| * 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 use the Nuts and Bolts OnDemand: Civil Rights in Child Nutrition Programs to train staff.
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| * The School Food Authority does not communicate the availability of meal modifications to families.
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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.; 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.
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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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| * The School Food Authority's district-wide civil rights policy does not include meal modification information.
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