**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:** **City On A Hill Charter School**

**Date(s) of Administrative Review:** 11/21/2022

**Date review results were provided to the School Food Authority:** 11/21/2022

**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 |
| Meal Counting and Claiming |
| * One or more breakfast counts were incorrectly used in the Claim for Reimbursement. |
| * One or more day(s) claimed (lunch) exceeded the number of attendance adjusted eligible of enrolled students by free, reduced and/or paid categories. |
| * One or more lunch counts were incorrectly used in the Claim for Reimbursement. |
| * The breakfast meal count totals were not recorded correctly. |
| Meal Patterns and Nutritional Quality |
| 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.; The SFA has an insufficient amount information demonstrating that the cafeteria staff has been trained on Offer vs. Serve requirements for SBP. |
| School Nutrition Environment |
| Food Safety |
| * One or more foodservice employees have not been trained on 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. |
| * The most recent food safety inspection is not publicly posted in a visible location. |
| * 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. |
| Local School Wellness Policy |
| * 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. |
| * The School Food Authority has not maintained meeting minutes that list who is on the wellness committee and/or content being discussed. |
| Civil Rights |
| * Some or all of the program materials were missing the non-discrimination statement. |
| * Some or all staff who interact with program applications or participants and/or their supervisors have not received civil rights training. |
| * The School Food Authority did not publish a public release as required. |
| * 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 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: Foods provided by vendor were appetizing, vendor staff knowledgeable about program. SFA was open to guidance provided by reviewer. |