**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:** **Medford Public Schools**

**Date(s) of Administrative Review:** 02/01/2023

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

**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 accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document.
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| * The School Food Authority did not update benefit issuance documents accurately and in a timely manner upon receipt of Direct Certification updates. Household notification of denied benefits did not meet FNS requirements.
 |
| Verification |
| * Applications were not reviewed and/or signed by the Confirming Official; The SFA did not follow the required procedures when the confirmation review did not validate the original determination.
 |
| * The School Food Authority did not complete the annual verification process; The School Food Authority did not complete the annual verification process by November 15th; The SFA did not request an extension of the November 15 verification deadline, in writing, from DESE.
 |
| * The verified applications on file do not match the number reported on the most recently submitted FNS-742.
 |
| Meal Counting and Claiming |
| * On the day of review, breakfast and lunch meal counts were counted incorrectly. It was identified as a systemic error; There were one or more ineligible meals due to the questionable patterns in the breakfast and lunch meal counts. There were questionable patterns in the reported breakfast and lunch meal counts in the review period.
 |
| * One or more breakfast and lunch counts were incorrectly used in the Claim for Reimbursement; One or more day(s) claimed (breakfast and lunch) exceeded the number of attendance adjusted eligible of enrolled students by free, reduced and/or paid categories; One or more day(s) claimed (breakfast and lunch) exceeded the number of enrolled students by free, reduced and/or paid categories.
 |
| * The SFA is not following their approved School Food Authority-State Agency Agreement/application.
 |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * Fluid milk was not made available in at least the two required varieties throughout the serving period on all breakfast meal service lines.
 |
| * The school did not comply with the planned breakfast menu for the review period.
 |
| * The school did not offer some or most of planned lunch menu for the day of review.
 |
| * The schools' breakfast menu does not comply with the required age/grade group meal pattern requirements.
 |
| * The schools' menu does not comply with the required age/grade groups lunch meal pattern requirements.
 |
| * There is no or limited signage explaining what constitutes a reimbursable breakfast and lunch to students for all applicable grade groups.
 |
| 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 SBP and NSLP.
 |
| School Nutrition Environment |
| Food Safety |
| * A review of agricultural food components indicated violations of the Buy American provision (7 CFR 210.21(d)) either during review of products on-site at reviewed schools or at off-site storage facilities as applicable; There is limited documentation to determine if domestic alternatives were considered and if an exception was granted by the SFA.
 |
| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).
 |
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 |
| * Dry, cooler and/or freezer storage facilities are not adequate for the program.
 |
| * Food temperatures are not taken and recorded on a regular basis.
 |
| * Foodservice workers are not properly attired.
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| * No one in the kitchen is food allergen certified.
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| * 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.
 |
| * 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 did not maintain records for a period of six (6) months following a month's temperature records to demonstrate compliance.
 |
| * 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 policy is missing policies for food and beverage marketing.
 |
| * 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.
 |
| * 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 public release does not contain the required components.
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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.
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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.
 |
| * The School Food Authority does not maintain medical statements for students with a disability requesting meal modifications that fall outside of the meal pattern.
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| * The School Food Authority does not provide services to households compromised of persons with Limited English Proficiency (LEP).
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| * 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: Clean, pleasant kitchens. Supportive kitchen staff. Good menu documentation. |