**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:** **Nantucket School Committee**

**Date(s) of Administrative Review:** 12/06/2022

**Date review results were provided to the School Food Authority:** 12/06/2022

**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**

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| Program Access and Reimbursement |
| Verification |
| * Households for whom benefits were to be reduced or terminated were not given 10 calendar days' written advance notice of the change.
 |
| * The verification notification letter is missing some or all of the required information.
 |
| Meal Counting and Claiming |
| * One or more lunch counts were incorrectly used in the Claim for Reimbursement.
 |
| * The counts for some or all of the schools were incorrectly consolidated and claimed by the SFA.
 |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * The daily minimum quantity requirements for lunch are not met for the age/grade group being offered.
 |
| Offer versus Serve |
| * Offer versus serve (OVS) is not properly being implemented at the school.
 |
| School Nutrition Environment |
| Food Safety |
| * Dry, cooler and/or freezer storage facilities are not adequate for the program.
 |
| * Foods are not rotated properly according to accepted practice.
 |
| * No one in the kitchen is trained in choke saving procedures.
 |
| * 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.
 |
| * Proper dishwashing procedures are not followed. One or more violations were observed during the pre-rinse, wash, rinse, sanitize and/or drying procedures.
 |
| * The school does not have a copy of the written food safety plan onsite.
 |
| 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 nondiscrimination statement posted on the School Food Authority's website is not in compliance with USDA criteria.
 |
| * 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 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: Well planned meals, attentive food service director and staff, pleasant food prep and eating environment. |