**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:** **Nashoba Regional School District**

**Date(s) of Administrative Review:** 01/17/2023

**Date review results were provided to the School Food Authority:** 01/19/2023

**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)

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 |
| Verification |
| * The applications selected for verification were not properly selected. |
| * 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 School Food Authority did not use the Virtual Gateway to conduct Direct Verification for the selected applications. |
| Meal Counting and Claiming |
| * Alternate points of service have not been approved by the State Agency. |
| * 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 |
| * Breakfast production records and/or other supporting documentation for the review period did not indicate that planned menu quantities met meal pattern requirements. |
| * Fluid milk was not made available in at least the two required varieties throughout the serving period on all breakfast meal service lines.; Some of the reviewed meals during the review period indicated that all of the required breakfast meal components per weekly meal pattern requirements were not offered and served to students. |
| * 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. |
| * 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 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. |
| 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. |
| * Proper dishwashing procedures are not followed. One or more violations were observed during the pre-rinse, wash, rinse, sanitize and/or drying procedures. |
| * The most recent food safety inspection is not publicly posted in a visible location. |
| * The School Food Authority does have a written food safety program that covers any facility or part of a facility where food is stored prepared or served in the district. |
| * The School Food Authority's standard operating procedures (SOPs) were not implemented. |
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| 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 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 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. |
| * 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 written civil rights complaint procedure within the school meals program does not include some or all of the required content. |
| * 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: Staff was very receptive to suggestions and was able to transform serving line to be more efficient for students to receive a meal quickly. |