**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:** **Rising Tide Charter School**

**Date(s) of Administrative Review:** 12/19/2022

**Date review results were provided to the School Food Authority:** 12/19/2022

**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 |
| Certification and Benefit Issuance |
| * Incorrect conversion factors were used when processing applications that indicated more than one income frequency.
 |
| Verification |
| * The School Food Authority did not complete the annual verification process by November 15th.
 |
| 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.
 |
| * Lunch production records and/or other supporting documentation for the review period did not indicate that planned menu quantities met meal pattern requirements.
 |
| * One or more of the required meal components were not available on every reimbursable lunch meal service line to all participating students prior to the beginning of meal service.
 |
| * 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 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.
 |
| * The school did not comply with the planned breakfast menu for the review period.
 |
| Offer versus Serve |
| * Offer versus serve (OVS) is not properly being implemented at the school.
 |
| School Nutrition Environment |
| Food Safety |
| * Although a vended program (for lunch), the school does not have a food or milk permit. The school does not have a recent food safety inspection. Technical assistance was provided.
 |
| * Both of the school's food safety inspections are not from the current school year.
 |
| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).
 |
| * No one in the kitchen is food allergen certified.
 |
| * 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 SFA does not have a regular program of recharging and maintaining the fire extinguisher(s) in operation.
 |
| Smart Snacks |
| * Foods/beverages sold to students in Vending Machines do not meet Smart Snacks standards.
 |
| Civil Rights |
| * 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 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'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: School was very eager to learn and willing to institute changes to improve overall school meals program. |