**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:** **Roxbury Preparatory Charter School**

**Date(s) of Administrative Review:** 04/10/2023

**Date review results were provided to the School Food Authority:** 04/11/2023

**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)

[x]  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**

|  |
| --- |
| 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 lunch meal service lines.
 |
| * Lunch production records and/or other supporting documentation for the review period did not indicate that planned menu quantities met meal pattern requirements.
 |
| * The schools' menu does not comply with the required age/grade groups lunch meal pattern requirements.
 |
| * There is no signage explaining what constitutes a reimbursable lunch to students for all applicable grade groups.
 |
| School Nutrition Environment |
| Food Safety |
| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).; The school did not maintain records for a period of six (6) months following a month's temperature records to demonstrate compliance.
 |
| * Dry, cooler and/or freezer storage facilities are not adequate for the program.; One or more storage violations were observed. The school did not ensure that the storage, preparation and service of food are maintained.
 |
| * Food temperatures are not taken and recorded on a regular basis.
 |
| * Program facilities are not off-limits to unauthorized personnel.
 |
| * The school does not have a copy of the written food safety plan onsite.
 |
| * The School Food Authority's standard operating procedures (SOPs) were not implemented.
 |
| 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 has not maintained documentation to support the policy has been reviewed and updated within the past three years.
 |
| Civil Rights |
| * The nondiscrimination statement posted on the School Food Authority's website is not in compliance with USDA criteria.
 |
| * The School Food Authority did not publish a public release as required.
 |
| * The School Food Authority did not use the Nuts and Bolts OnDemand: Civil Rights in Child Nutrition Programs to train staff.
 |
| * The School Food Authority's district-wide civil rights policy does not include meal modification information.
 |

|  |
| --- |
| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Classroom counting system that is in place was organized well for students participating in meal service. |