**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:** **Shrewsbury Public Schools**

**Date(s) of Administrative Review:** 12/05/2022

**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 |
| Certification and Benefit Issuance |
| * Not all direct certifications (SNAP, TANF, FDPIR, foster, homeless, runaway, migrant, Head Start, Even Start) were correctly certified.; 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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| Verification |
| * 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 |
| * The counts for some or all of the schools were incorrectly consolidated and claimed by the SFA.
 |
| * The district is permitting students to charge second meals and/or a la carte items.
 |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * Lunch production records and/or other supporting documentation for the review period did not indicate that planned menu quantities met meal pattern requirements.
 |
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 |
| * 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.
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| 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.
 |
| * 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's standard operating procedures (SOPs) were not implemented.
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| 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.
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| Smart Snacks |
| * Foods/beverages sold to students in the cafeteria do not meet Smart Snacks standards
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| Civil Rights |
| * Some or all of the program materials were missing the non-discrimination statement.
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| * The approved "And Justice for All" poster was not posted in a prominent location and visible to all program participants.
 |
| * 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.; 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.
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| * The School Food Authority's district-wide civil rights policy does not include meal modification information.; 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.
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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: High school has a good selection of foods offered and the salad bar had a colorful assortment of items. |