**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:** **South Shore Regional Voc Tech HS**

**Date(s) of Administrative Review:** 03/09/2023

**Date review results were provided to the School Food Authority:** 03/10/2023

**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)

[ ]  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 |
| * Applications were not reviewed and/or signed by the Confirming Official.
 |
| Meal Counting and Claiming |
| * The School Food Authority's meal counting system contained overt identification of students receiving meals.
 |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * All grains were not made with enriched and whole grain meal or flour.
 |
| * 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.
 |
| * The school did not offer the some or most of planned lunch menu for the review month which resulted in unacceptable substitutions.
 |
| * There is no or limited signage explaining what constitutes a reimbursable breakfast to students for all applicable grade groups.
 |
| * There is no signage explaining what constitutes a reimbursable lunch to students for all applicable grade groups.
 |
| School Nutrition Environment |
| Food Safety |
| * Food temperatures are not taken and recorded on a regular basis.
 |
| * Foods are not rotated properly according to accepted practice.
 |
| * Foodservice workers are not properly attired.
 |
| * 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.
 |
| 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 nutrition guidance for some or all foods available on school campus.
 |
| * 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.
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| * The nondiscrimination statement posted on the School Food Authority's website is not in compliance with USDA criteria.
 |
| * The public release does not contain the required components.
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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's district-wide civil rights policy does not include meal modification information.
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| * 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: Staff greeted most children by name as they came though the lunch line and clearly took great care and pride in the work that they do. |