**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:** **St. Bridget Parish School**

**Date(s) of Administrative Review:** 11/15/2022

**Date review results were provided to the School Food Authority:** 11/16/2022

**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)

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 |
| 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 maintain Direct Certification lists on file.; The School Food Authority did not perform Direct Certification matches according to the required timeframes. |
| * The individual conducting the Virtual Gateway uploads is not a current Local Education Agency representative. |
| Verification |
| * The School Food Authority did not complete the annual verification process. |
| Meal Counting and Claiming |
| * One or more breakfast counts were incorrectly used in the Claim for Reimbursement.; 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). |
| * The counts for some or all of the schools were incorrectly consolidated and claimed by the SFA. |
| Meal Patterns and Nutritional Quality |
| Meal Components and Quantities |
| * It was noted during lunch meal service that 4oz milk was offered as an option for kindergarten. |
| * One or more of the lunch meals observed, on the day of review, did not contain all of the required meal components. |
| * 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 schools' menu does not comply with the required age/grade groups lunch meal pattern requirements. |
| * The daily minimum quantity requirements for lunch are not met for the age/grade group being offered. |
| Offer versus Serve |
| * Offer versus serve (OVS) is not properly being implemented at the school. |
| School Nutrition Environment |
| Food Safety |
| * 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 does not have a copy of the written food safety plan onsite.; 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 written food safety program does not contain or is missing HACCP principles. |
| * The School Food Authority did not have documentation to indicate that the School Food Authority requested two (2) inspections in the current school year from the local board of health. |
| * 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 local school wellness policy has been made available to the public. |
| * 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 meeting minutes that list who is on the wellness committee and/or content being discussed. |
| Civil Rights |
| * The nondiscrimination statement posted on the School Food Authority's website is not in compliance with USDA criteria. |
| * 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 civil rights policy does not include or is missing requirements outlined in SP59-2016 Modifications to Accommodate Disabilities in School Meal 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. |

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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: SFA has corrected several findings from last review: menu, meal counts and production records were maintained |