**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 Stanislaus School**

**Date(s) of Administrative Review:** 05/03/2023

**Date review results were provided to the School Food Authority:** 05/03/2023

**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)

[ ]  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**

|  |
| --- |
| Program Access and Reimbursement |
| Certification and Benefit Issuance |
| * The Local Education Agency representative is not using their own username/password to login to the Virtual Gateway.
 |
| * The School Food Authority did not accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document.
 |
| Meal Counting and Claiming |
| * On the day of review, lunch meal counts were counted incorrectly. It was identified as a systemic error. One or more meal service lines did not provide an accurate count of meals at the point of service (or approved alternate).
 |
| * The individual submitting the claim is not listed in the Authorized Signatures.
 |
| 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.; 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.
 |
| * One or more of the lunch meals observed, on the day of review, did not contain all of the required meal components; The daily minimum quantity requirements for lunch are not met for the age/grade group being offered.
 |
| * The school did not comply with the planned lunch menu for the review period.
 |
| School Nutrition Environment |
| Food Safety |
| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).
 |
| * Foods are not rotated properly according to accepted practice; 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 Food Authority does not 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 SFA has excessive food on hand that will not be used within a six month period.
 |
| 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 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 staff who interact with program applications or participants and/or their supervisors have not received civil rights training.
 |
| * The School Food Authority did not publish a public release as required.
 |
| * 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 does not provide services to households compromised of persons with Limited English Proficiency (LEP).
 |
| * 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: Enthusiastic and helpful administrative personnel assisted with review. Organized meal service, attractive meal. |