**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:** **West Boylston Public Schools**

**Date(s) of Administrative Review:** 03/28/2023

**Date review results were provided to the School Food Authority:** 03/28/2023

**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 |
| Certification and Benefit Issuance |
| * Incorrect conversion factors were used when processing applications that indicated more than one income frequency.
 |
| Meal Counting and Claiming |
| * One or more lunch counts were incorrectly used in the Claim for Reimbursement.; The counts for some or all of the schools were incorrectly consolidated and claimed by the SFA.
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| School Nutrition Environment |
| Food Safety |
| * One or more foodservice employees do not know fire extinguisher procedures.
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| * 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.
 |
| 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; goals for nutrition promotion and education, physical activity and/or other school-based activities; and nutrition guidance for some or all foods available on school campus. The School Food Authority has not maintained documentation to support the policy has been reviewed and updated within the past three years.
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| * 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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| * The School Food Authority has not maintained meeting minutes that list who is on the wellness committee and/or content being discussed.
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| 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 use the Nuts and Bolts OnDemand: Civil Rights in Child Nutrition Programs to train staff.
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| * The approved "And Justice for All" poster was not posted in a prominent location and visible to all program participants.
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| * The nondiscrimination statement posted on the School Food Authority's website is not in compliance with USDA criteria.
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| * The public release does not contain the required components.
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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 were welcoming and open to feedback. |