**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:** **Braintree Public Schools**

**Date(s) of Administrative Review:** 12/18/2023

**Date review results were provided to the School Food Authority:** 12/19/2023

**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 & Benefit Issuance |
| * Not all direct certifications (SNAP, TANF, FDPIR, foster, homeless, runaway, migrant, Head Start, Even Start) were correctly certified.
 |
| Verification |
| * The School Food Authority did not complete the annual verification process by November 15th.
 |
| * The School Food Authority did not meet the follow-up requirements for households failing to respond to the verification request.
 |
| * The SFA did not request an extension of the November 15 verification deadline, in writing, from DESE.
 |
| * The verification notification letter is missing some or all of the required information.
 |
| Meal Counting & Claiming- Lunch Program |
| * One or more meal service lines did not provide an accurate count of meals at the point of service (or approved alternate).
 |
| Meal Patterns and Nutritional Quality |
| Meal Components & Quantities- Lunch Program |
| * Lunch production records and/or other supporting documentation for the review period did not indicate that planned menu quantities met meal pattern requirements.
 |
| * One or more of the required meal components were not available on every reimbursable meal service line to all participating students during the lunch meal service.
 |
| * The daily minimum quantity requirements for lunch are not met for the age/grade group being offered.
 |
| * The school did not offer the some or most of planned lunch menu for the day of review which resulted in unacceptable substitutions.
 |
| School Nutrition Environment |
| Food Safety |
| * No one in the kitchen is trained in choke saving procedures.
 |
| * One or more foodservice employees do not know fire extinguisher procedures.
 |
| * Pest control records were not maintained.
 |
| * The most recent food safety inspection is not publicly posted in a visible location.
 |
| * The School Food Authority's standard operating procedures (SOPs) were not implemented.
 |
| 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 has not maintained documentation to support the policy has been reviewed and updated within the past three years.
 |
| Smart Snacks |
| * Foods/beverages sold to students during fundraisers do not meet Smart Snacks standards.
 |
| * Foods/beverages sold to students in vending machine(s) do not meet Smart Snacks standards.
 |
| * The LEA permits marketing on the school campus during the school day of foods/beverages which do not meet Smart Snack Standards.
 |
| Civil Rights |
| * Some or all of the program materials were missing the non-discrimination statement.
 |
| * Some or all staff who interact with program applications or participants and/or their supervisors have not received civil rights training.
 |
| * 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.
 |
| * The School Food Authority did not publish a public release as required.
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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 was great to work with while on site. They are efficient with their work and have good relationships with all the students. |