**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:** **Lawrence Family Dev. Charter**

**Date(s) of Administrative Review:** 11/14/2023

**Date review results were provided to the School Food Authority:** 11/14/2023

**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

[x]  Afterschool Snack

[ ]  Special Milk Program

[ ]  Seamless Summer Option

1. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

[x]  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 |
| Meal Counting & Claiming- Lunch Program |
| * One or more lunch and breakfast 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.
 |
| * The individual submitting the claim is not listed in the Authorized Signatures.
 |
| Meal Patterns and Nutritional Quality |
| Meal Components & Quantities |
| * Lunch production records and/or other supporting documentation for the review period did not indicate that planned menu quantities met meal pattern requirements.
 |
| * There is no signage explaining what constitutes a reimbursable lunch to students.
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| School Nutrition Environment |
| Food Safety |
| * Both of the school's food safety inspections are not from the current school year; Two (2) food safety inspections were not received in the previous year.
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| * Food temperatures are not taken and recorded on a regular basis.
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| * 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.
 |
| * One or more foodservice employees do not know fire extinguisher procedures.
 |
| * The School Food Authority's standard operating procedures (SOPs) were not implemented.
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| 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.
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| * The local wellness policy did not indicate the availability of free potable water during meals. The WellSAT3.0 Assessment Tool and the Massachusetts School Wellness Coaching Program provide guidance to include the availability of free potable water during meals in the local wellness policy.
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| * The School Food Authority does not have documentation demonstrating the results of the assessment have been made available to the public.
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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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| Civil Rights |
| * The School Food Authority did not publish a public release as required.
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| * 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'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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| * 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.
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| * The School Food Authority's district-wide civil rights policy does not include meal modification information.
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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: The food service director and staff were accommodating throughout the on-site review. Food served looked appetizing and was served in a pleasant environment. Students were enthusiastic about the food served. |