**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:** **Medford Public Schools**

**Date(s) of Administrative Review:** 01/09/2024

**Date review results were provided to the School Food Authority:** 01/10/2024

**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)

[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 |
| Certification & Benefit Issuance |
| * The School Food Authority did not accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document.
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| * The School Food Authority did not update benefit issuance documents accurately and in a timely manner upon receipt of Direct Certification updates.
 |
| 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 |
| * There is no signage explaining what constitutes a reimbursable lunch to students.
 |
| Offer versus Serve- Lunch Program |
| * Offer versus serve (OVS) is not properly being implemented at the school.
 |
| * The SFA has an insufficient amount of information demonstrating that the cafeteria staff has been trained on Offer vs. Serve requirements for NSLP.
 |
| School Nutrition Environment |
| Food Safety |
| * A review of agricultural food components indicated violations of the Buy American provision (7 CFR 210.21(d)) either during review of products on-site at reviewed schools or at off-site storage facilities as applicable. There is limited documentation to determine if domestic alternatives were considered and if an exception was granted by the School Food Authority.
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| * Both of the school's food safety inspections are not from the current school year.
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| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).
 |
| * 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.
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| * 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.
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| * Two (2) food safety inspections were not received in the previous year.
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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 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 documentation to support the policy has been reviewed and updated within the past 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.
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| * Students with milk allergies are not provided an alternate beverage.
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| * The Food Service Director is not provided adequate information to provide appropriate meal modifications to students with disabilities.
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| * The School Food Authority does not communicate the availability of meal modifications to families.
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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.
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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: Several positive changes to this program in under one year. Management and staff were a pleasure to work with. Kitchens were clean and efficiently functioning. Menu documentation was much improved from previous review. Students were appreciative of food quality and choice. |