**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:** **Media and Technology Charter High School**

**Date(s) of Administrative Review:** 01/08/2024

**Date review results were provided to the School Food Authority:** 01/09/2024

**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

[x]  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 |
| * SFA did not have written standard operating procedures for meals served in classrooms.
 |
| Afterschool Snack Program |
| * Attendance records are not maintained for snacks claimed for reimbursement.
 |
| * Production records are not completed daily and/or maintained for a minimum of 3 years.
 |
| * The program has not been monitored within the first four (4) weeks of operation.
 |
| Meal Patterns and Nutritional Quality |
| Meal Components & Quantities- Lunch Program |
| * 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.
 |
| * The daily minimum quantity requirements for lunch are not met for the age/grade group being offered.
 |
| * There is no signage explaining what constitutes a reimbursable lunch to students.
 |
| Dietary Specifications & Nutrition Analysis |
| * The School Food Authority does not have documentation to support the Low-Risk determination in the Off-Site Assessment. (Menus, production records, standardized recipes, USDA Foods Information Sheets)
 |
| School Nutrition Environment |
| Food Safety |
| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine). The school did not maintain records for a period of six (6) months following a month's temperature records to demonstrate compliance.
 |
| * No one in the kitchen is trained in choke saving procedures.
 |
| * One or more foodservice employees do not know fire extinguisher procedures.
 |
| * The school does not have a copy of the written food safety plan onsite.
 |
| * 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.
 |
| * Two (2) food safety inspections were not received in the previous year.
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| Local School Wellness Policy |
| * 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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| * 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 of the program materials were missing the non-discrimination statement.
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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 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 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 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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| * 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: Increase in participation as students like the options available through the current vendor. |