**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:** **Methuen Public Schools**

**Date(s) of Administrative Review:** 01/22/2024

**Date review results were provided to the School Food Authority:** 01/24/2024

**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

[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 |
| Afterschool Snack Program |
| * 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 types of fruits offered for the review period were not documented on the menu and/or production records.
 |
| Offer versus Serve- Lunch Program |
| * There was no signage or signage missing requirements explaining what constitutes a reimbursable meal to students for NSLP.
 |
| School Nutrition Environment |
| Food Safety |
| * A review of agricultural food components indicated violations of the Buy American provision either during review of products on-site 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 SFA.
 |
| * Both of the school's food safety inspections are not from the current school year.
 |
| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).
 |
| * Foods are not rotated properly according to accepted practice.
 |
| * No one in the kitchen is food allergen certified.
 |
| * One or more foodservice employees do not know fire extinguisher procedures.
 |
| * 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.
 |
| * The school did not maintain records for a period of six (6) months following a month's temperature records to demonstrate compliance.
 |
| * 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.
 |
| * The SFA does not have a regular program of recharging and maintaining the fire extinguisher(s) in operation.
 |
| * Two (2) food safety inspections were not received in the previous year.
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| Civil Rights |
| * 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.
 |
| * 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: Staff worked seamlessly and with great enthusiasm and care during meal service observation.. |