**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:** **Nashoba Regional School District**

**Date(s) of Administrative Review:** 11/06/2023

**Date review results were provided to the School Food Authority:** 11/07/2023

**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 |
| * Some or all of the applications selected for verification were not verified correctly.
 |
| 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 |
| * One or more of the lunch meals observed, on the day of review, did not contain all of the required meal components.
 |
| Offer versus Serve- Lunch Program |
| * There was no signage or signage missing requirements explaining what constitutes a reimbursable meal to students for NSLP.
 |
| Dietary Specifications & Nutrition Analysis |
| * The School Food Authority does no maintain documentation to support dietary specifications are compliant. (Calories, Saturated Fat, Sodium and Trans Fat)
 |
| * 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 |
| * 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.
 |
| * Both of the school's food safety inspections are not from the current school year.
 |
| * The most recent food safety inspection is not publicly posted in a visible location.
 |
| * There is limited documentation to determine if domestic alternatives were considered and if an exception was granted by the School Food Authority.
 |
| 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.
 |
| * 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 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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| Smart Snacks |
| * Foods/beverages sold to students in the cafeteria do not meet Smart Snacks standards.
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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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| * The approved "And Justice for All" poster was not posted in a prominent location and visible to all program participants.
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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'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 was very pleasant to work with. They acknowledge all the students that came through the line. It was noticeable that they take pride in their work and the food looked great! |