**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:** **Norwood Public Schools**

**Date(s) of Administrative Review:** 12/04/2023

**Date review results were provided to the School Food Authority:** 12/05/2023

**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)

School Breakfast Program

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?

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 |
| Verification |
| * Households for whom benefits were to be reduced or terminated were not given 10 calendar days' written advance notice of the change. |
| * The verified applications on file do not match the number reported on the most recently submitted FNS-742. |
| Meal Patterns and Nutritional Quality |
| Meal Components & Quantities- Lunch Program |
| * One or more of the required meal components were not available on every reimbursable lunch meal service line to all participating students prior to the beginning of meal service. |
| * 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. |
| Offer versus Serve- Lunch Program |
| * Offer versus serve (OVS) is not properly being implemented at the school. |
| 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) |
| 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. |
| * There is limited documentation to determine if domestic alternatives were considered and if an exception was granted by the School Food Authority.; There is limited documentation to determine if domestic alternatives were considered and if an exception was granted by the SFA. |
| Local School Wellness Policy |
| * The School Food Authority does not have documentation demonstrating the results of the assessment have been made available to the public. |
| * The School Food Authority does not have documentation on file demonstrating an assessment of the local school wellness policy is conducted every three years. |
| * The School Food Authority has not maintained documentation to support the policy has been reviewed and updated within the past three years. |
| Civil Rights |
| * Some or all of the program materials were missing the non-discrimination statement. |
| * The nondiscrimination statement posted on the School Food Authority's website is not in compliance with USDA criteria. |
| * 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 district-wide civil rights policy does not include meal modification information. |
| * 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: Staff was great to work with while on site. They are efficient with their work and have good relationships with all the students. The students are well aware of the requirements needed to meet a reimbursable meal. |