**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:** **Salem School Department**

**Date(s) of Administrative Review:** 11/27/2023

**Date review results were provided to the School Food Authority:** 11/30/2023

**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 |
| 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 approvedalternate). |
| * One or more meal service lines did not provide an accurate count of meals at the point of service (or approved alternate). |
| * The counts for some or all of the schools were incorrectly consolidated and claimed by the SFA. |
| Meal Patterns and Nutritional Quality |
| Meal Components & Quantities- Lunch Program |
| * Lunch production records and/or other supporting documentation for the review period did not indicate that menu items were produced in sufficient quantities for all students to have access during the meal service. |
| * Meal signage posted was not adequate to meet the needs of all children. |
| * One or more of the required meal components were not available on every reimbursable meal service line to all participating students during the lunch meal service. |
| * The school did not offer some or most of planned lunch menu for the day of review. |
| Offer versus Serve- Lunch Program |
| * Offer versus serve (OVS) is not properly being implemented at the school. |
| * The SFA has an insufficient amount information demonstrating that the cafeteria staff has been trained on Offer vs. Serve requirements for NSLP. |
| School Nutrition Environment |
| Food Safety |
| * 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. |
| * Pest control records are not maintained. |
| * The most recent food safety inspection is not publicly posted in a visible location. |
| * The School Food Authority's standard operating procedures (SOPs) were not implemented. |
| 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. |
| Smart Snacks |
| * Foods/beverages sold to students during fundraisers do not meet Smart Snacks standards. |
| Civil Rights |
| * Some or all of the program materials were missing the non-discrimination statement. |
| * Some or all staff who interact with program applications or participants and/or their supervisors have not received civil rights training. |
| * The nondiscrimination statement posted on the School Food Authority's website is not in compliance with USDA criteria. |
| * The School Food Authority did not use the Nuts and Bolts OnDemand: Civil Rights in Child Nutrition Programs to train staff. |
| * 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: SFA is piloting serving second meals district wide to students that report they are still hungry after receiving a reimbursable meal. The cost will not be covered by Food & Nutrition Services. |