**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:** **South Middlesex Regional Voc Tech**

**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)

[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 |
| * One or more meal service lines did not provide an accurate count of meals at the point of service (or approved alternate).
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| 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.
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| * 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.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.
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| * 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.
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| Offer versus Serve- Lunch Program |
| * Offer versus serve (OVS) is not properly being implemented at the school.
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| * The SFA has an insufficient amount information demonstrating that the cafeteria staff has been trained on Offer vs. Serve requirements for NSLP.
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| 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)
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| 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. There is limited documentation to determine if domestic alternatives were considered and if an exception was granted by the SFA.
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| * Extermination records were not available to determine pest control services were provided to the school reviewed.
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| * No one in the kitchen is trained in choke saving procedures.
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| * One or more foodservice employees do not know fire extinguisher procedures.
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| * One or more storage violations were observed. The school did not ensure that the storage, preparation and service of food are maintained.
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| * The most recent food safety inspection is not publicly posted in a visible location.
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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.
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| * The School Food Authority's standard operating procedures (SOPs) were not implemented.
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| Local School Wellness Policy |
| * 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 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 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 |
| * Some or all of the food/beverages sold to students during the school day did not meet the Competitive Food standards.
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| Civil Rights |
| * The School Food Authority did not publish a public release as required.
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| * The School Food Authority does not communicate the availability of meal modifications to families. 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: Breakfast and lunch items were nicely displayed with an assortment of items and a variation of fresh fruits and vegetables offered. |