**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:** **SPRINGFIELD PREPARATORY CHARTER**

**Date(s) of Administrative Review:** 02/08/2024

**Date review results were provided to the School Food Authority:** 02/08/2024

**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**

|  |
| --- |
| Program Access and Reimbursement |
| Certification & Benefit Issuance |
| * The Local Education Agency representative is not using their own username/password to login to the Virtual Gateway.
 |
| Afterschool Snack Program |
| * After school snacks were being served during the school day, rather than at the average time of dismissal for area schools that do not have an extended school day.
 |
| * Production records are not completed daily and/or maintained for a minimum of 3 years.
 |
| * Production records do not list each meal component and/or reflect that the planned portion sizes meet the meal pattern component requirements.
 |
| * Snacks are not being properly counted and claimed.
 |
| * The program has not been monitored within the first four (4) weeks of operation.
 |
| * The USDA/FNS "And Justice for All" poster is not prominently displayed and visible to program participants.
 |
| Meal Patterns and Nutritional Quality |
| Meal Components & Quantities- Lunch Program |
| * Meal signage posted was not adequate to meet the needs of all children.
 |
| Offer versus Serve- Lunch Program |
| * Offer versus serve (OVS) is not properly being implemented at the school.
 |
| * The SFA has an insufficient amount of information demonstrating that the cafeteria staff has been trained on Offer vs. Serve requirements for NSLP.
 |
| * There was no signage or signage missing requirements explaining what constitutes a reimbursable meal to students for NSLP.
 |
| School Nutrition Environment |
| Food Safety |
| * No one in the kitchen is trained in choke saving procedures.
 |
| * 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 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.
 |
| * The School Food Authority does not have a written food safety program based on HACCPP principles that covers any facility or part of a facility where food is stored prepared or served in the district.
 |
| Local School Wellness Policy |
| * 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.
 |
| * The School Food Authority has not maintained documentation to support the policy has been reviewed and updated within the past three years.
 |
| Smart Snacks |
| * Foods/beverages sold to students in vending machine(s) do not meet Smart Snacks standards.
 |
| Civil Rights |
| * The approved "And Justice for All" poster was not posted in a prominent location and visible to all program participants.
 |
| * 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.
 |

|  |
| --- |
| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Staff were extremely accommodating during the review. |