**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:** **Worcester Public Schools**

**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)

[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 |
| Certification & Benefit Issuance |
| * Some of the households were not notified of student's eligibility according to regulations.
 |
| * The Local Education Agency representative is not using their own username/password to login to the Virtual Gateway.
 |
| Meal Counting & Claiming- Lunch Program |
| * Millswan Head Start and South High Preschool meals had little to no variability in daily meal counts.
 |
| * On the day of review, lunch meal counts were counted incorrectly. It was identified as a systemic error.
 |
| * One or more lunch counts were incorrectly used in the claim for reimbursement.
 |
| * One or more meal service lines did not provide an accurate count of meals at the point of service (or approved alternate).
 |
| * The total meal counts from the month of review compared the number of meal counts for the day of review were not reasonable.
 |
| * There were one or more ineligible meals due to the questionable patterns in the lunch meal counts.
 |
| * There were questionable patterns in the reported lunch meal counts in the review period.
 |
| Meal Patterns and Nutritional Quality |
| Meal Components & Quantities- Lunch Program |
| * District has a one-week cycle menu for all schools with no planned end date.
 |
| * Fluid milk was not made available in at least the two required varieties throughout the serving period on all lunch meal service lines.
 |
| * 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 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.
 |
| * 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.
 |
| * The school did not comply with the planned lunch menu for the review period; The school did not offer some or most of the planned lunch menu for the day of review.
 |
| * The school did not offer some or most of planned lunch menu for the review month which resulted in unacceptable substitutions.
 |
| Offer versus Serve- Lunch Program |
| * Offer versus serve (OVS) is not being properly implemented at the school.
 |
| * The SFA has an insufficient amount information demonstrating 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.
 |
| Dietary Specifications & Nutrition Analysis |
| * The School Food Authority does not 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 either during review of products on-site or at off-site storage facilities as applicable.
 |
| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).
 |
| * Dry, cooler and/or freezer storage facilities are not adequate for the program.
 |
| * Foods are not rotated properly according to accepted practice.
 |
| * Leftover NSLP entrees are re-offered for up to five (5) days after initially being offered. The school did not have any written standard operating procedures on how long food items can be reused for.
 |
| * No one in the kitchen is food allergen certified.
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| * 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.
 |
| * Pest control processes are not adequate to meet programs needs and ensure sanitation of kitchens and cafeterias.
 |
| * Proper dishwashing procedures are not followed. One or more violations were observed during the pre-rinse, wash, rinse, sanitize and/or drying procedures.
 |
| * Staff glove use was unsanitary. Gloves were not changed between tasks.
 |
| * The following deficiencies were identified with food safety: \* Frozen items are stored in the refrigerator and get used within the week or they are stored off-site and delivered daily.\* Food storage is not sanitary. Pest control traps are placed on top of food.\* Open packaging is contaminated with mouse droppings.\* Foodservice staff were not being supported to ensure there is adequate sanitary storage facilities within each kitchen.
 |
| * The most recent food safety inspection is not publicly posted in a visible location.
 |
| * The school does not have a copy of the written food safety plan onsite.
 |
| * 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.
 |
| * There are not safeguards against theft and damage.
 |
| * There is no documentation to determine if domestic alternatives were considered and if an exception was granted by the School Food Authority.
 |
| * Two (2) food safety inspections were not received in the previous year.
 |
| 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; The local school wellness policy does not contain the required elements; The wellness policy is missing goals for nutrition promotion and education, physical activity and/or other school-based activities; The local school wellness policy does not contain the required elements; The wellness policy is missing nutrition guidance for some or all foods available on school campus.
 |
| * 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 local school wellness policy has 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.
 |
| * 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 during fundraisers do not meet Smart Snacks standards.
 |
| Civil Rights |
| * School Food Authority staff were not always aware of children's allergy information and the appropriate substitute.
 |
| * 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 School Food Authority did not publish a public release as required.
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| * The School Food Authority does not have a procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs.
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| * The School Food Authority does not have or has not maintained a civil rights complaint log to track any written or verbal complaints alleging discrimination in FNS Programs.
 |
| * The School Food Authority does not maintain medical statements for students with a disability or allergy requesting meal modifications that fall outside of the meal pattern.
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| * The School Food Authority's district-wide civil rights policy does not include meal modification information.
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| * The SFA did not provide adequate options for students with religious dietary restrictions.
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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Kitchen Managers/staff actively used production records, they reflected changes in the menu and seemed detailed on served, used, and left over. |