**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:** **Ashburnham-Westminster**

**Date(s) of Administrative Review:** 12/09/2024

**Date review results were provided to the School Food Authority:** 12/20/2024

**Date review summary was publicly posted:** 01/19/2025

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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| School Nutrition Environment |
| Food Safety |
| * One or more storage violations were observed. The school did not ensure that the storage, preparation and service of food are maintained. |
| * Foods are not rotated properly according to accepted practice. |
| * Pest control records were not maintained. |
| Local School Wellness Policy |
| * 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 school wellness policy does not contain the required elements. The policy is missing policies for food and beverage marketing. |
| * 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 has not maintained documentation to support the policy has been reviewed and updated within the past three (3) years. |
| Civil Rights |
| * The School Food Authority did not publish a public release as required. |
| * The School Food Authority's district-wide civil rights policy does not include meal modification information. |
| * The School Food Authority does not communicate the availability of meal modifications to families. |

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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: The staff showed strong proficiency in OvS during meal service. When one of the POS systems went offline, they efficiently recorded meals, kept the line moving smoothly, and accurately counted reimbursable meals. |