**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:** **Reading Public Schools**

**Date(s) of Administrative Review:** 01/14/2025

**Date review results were provided to the School Food Authority:** 02/14/2025

**Date review summary was publicly posted:** 03/16/2025

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)

[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)

[ ]  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 |
| * The School Food Authority did not accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document.
 |
| * The School Food Authority did not perform Direct Certification matches according to the required timeframes.
 |
| Verification |
| * Applications were not reviewed and/or signed by the Confirming Official.
 |
| * The School Food Authority did not use the Virtual Gateway to conduct Direct Verification for the selected applications.
 |
| * The verification notification letter is missing some or all of the required information.
 |
| Meal Counting & Claiming- Lunch Program |
| * Alternate points of service have not been approved by the State Agency.
 |
| * One or more meal service lines did not provide an accurate count of meals at the point of service (or approved alternate).
 |
| * There were questionable patterns in the reported lunch meal counts in the review period.
 |
| Afterschool Snack Program |
| * Meal service operation is not in compliance with all program requirements.
 |
| * Point of service snack counts by student/benefit category are not maintained.
 |
| * 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.
 |
| * Snack counts by category for the review period are not reasonable compared to snack counts for day of review.
 |
| * The program has not been monitored within the first four (4) weeks of operation.
 |
| 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 planned menu quantities met meal pattern requirements.
 |
| * There is no signage explaining what constitutes a reimbursable lunch to students.
 |
| Offer versus Serve- Lunch Program |
| * Offer versus serve (OVS) is not properly being implemented at the school.
 |
| School Nutrition Environment |
| Food Safety |
| * Food temperatures are not taken and recorded on a regular basis.
 |
| * 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.
 |
| * Program facilities are not off-limits to unauthorized personnel.
 |
| * There are not safeguards against theft and damage.
 |
| 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.
 |
| Civil Rights |
| * The School Food Authority did not publish a public release as required.
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| * 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: Wonderful food service operation. Friendly, caring staff and dedicated food service director. Food options are appealing and varied, including daily hot and cold vegetarian and food allergy accommodating options. Clean, organized facilities. |