**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:** **Southwick-Tolland Reg'l Schl Dist**

**Date(s) of Administrative Review:** 05/01/2025

**Date review results were provided to the School Food Authority:** 05/09/2025

**Date review summary was publicly posted:** 06/08/2025

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

[ ]  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 update the benefit issuance document(s) accurately and/or in a timely manner, including those students that are new, transferred, or withdrawn.
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| * The School Food Authority did not update the Point of Service with the benefit issuance document(s) in a timelymanner.
 |
| Verification |
| * The School Food Authority did not complete the annual verification process.
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| * The verified applications on file do not match the number reported on the most recently submitted FNS-742.
 |
| Meal Counting & Claiming- Lunch Program |
| * The counts for some or all of the schools were incorrectly consolidated and claimed by the SFA.
 |
| 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.
 |
| * Menus were not posted.
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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.
 |
| * The daily minimum quantity requirements for lunch are not met for the age/grade group being offered.
 |
| Offer versus Serve- Lunch Program |
| * Offer versus serve (OVS) is not properly being implemented at the school.
 |
| 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)
 |
| * The School Food Authority does not maintain documentation to support dietary specifications are compliant. (Calories, Saturated Fat, Sodium and Trans Fat)
 |
| School Nutrition Environment |
| Food Safety |
| * Food temperatures are not taken and recorded on a regular basis.
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| * Foods are not rotated properly according to accepted practice.
 |
| * Proper dishwashing procedures are not followed. One or more violations were observed during the pre-rinse, wash, rinse, sanitize and/or drying procedures.
 |
| * The most recent food safety inspection is not publicly posted in a visible location.
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| * The school did not maintain records for a period of six (6) months.
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| * 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.
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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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| Local School Wellness Policy |
| * The School Food Authority does not have documentation demonstrating the local school wellness policy has been made available to the public.
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| Civil Rights |
| * The nondiscrimination statement posted on the School Food Authority's website is not in compliance with USDA criteria.
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| * The School Food Authority did not publish a public release as required.
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| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: The Powder Mill school maintained a clean kitchen and welcoming cafeteria. Students received a complete meal that they seemed to enjoy. |