**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:** **ST JOHN THE BAPTIST**

**Date(s) of Administrative Review:** 03/25/2025

**Date review results were provided to the School Food Authority:** 04/18/2025

**Date review summary was publicly posted:** 05/18/2025

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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| Program Access and Reimbursement |
| Verification |
| * The School Food Authority did not complete the annual verification process by November 15th. |
| * The School Food Authority did not update the eligibility status on the benefit issuance document(s) or Point Of Service software for students whose eligibility changed due to verification. |
| * The School Food Authority did not use the Virtual Gateway to conduct Direct Verification for the selected applications. |
| * The SFA did not request an extension of the November 15 verification deadline, in writing, from DESE. |
| Afterschool Snack Program |
| * Point of service snack counts by student/benefit category are not maintained. |
| * The program has not been monitored within the first four (4) weeks of operation. |
| Meal Patterns and Nutritional Quality |
| Meal Components & Quantities- Lunch Program |
| * There is no signage explaining what constitutes a reimbursable lunch to students. |
| School Nutrition Environment |
| Food Safety |
| * Food temperatures are not taken and recorded on a regular basis. |
| * Foods are not rotated properly according to accepted practice. |
| * Program facilities are not off-limits to unauthorized personnel. |
| * The most recent food safety inspection is not publicly posted in a visible location. |
| * 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. |
| 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 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 on file demonstrating an assessment of the local school wellness policy is conducted every three (3) years. |
| * The School Food Authority has not maintained documentation to support the policy has been reviewed and updated within the past three (3) years. |
| * The School Food Authority has not maintained meeting minutes that list who is on the wellness committee and/or content being discussed. |
| Civil Rights |
| * Some or all staff who interact with program applications or participants and/or their supervisors have not received civil rights training. |
| * The School Food Authority does not have a procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs. |
| * 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: Foodservice director was helpful during onsite review. Program has worked hard to reach compliance and was open to suggestions. Food looked appealing. Staff friendly with students. |