*****Massachusetts Department of***

***Elementary and Secondary Education***

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| Jeffrey C. Riley*Commissioner* |  |

# MEMORANDUM

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| **To:** | **School Nutrition Program Directors** |
| **From:**  | **Robert M. Leshin, Director****Office for Food and Nutrition Programs** |
| **Date:**  | **September 28, 2021** |
| **Subject:** | **National School Lunch Program Administrative Review Process Preparation for Schools Scheduled for an Administrative Review in SY 2021-2022** |

The Richard B. Russell National School Lunch Act, as amended by the Healthy Hunger-Free Kids Act of 2010 (HHFKA), requires a unified accountability system designed to ensure that participating school food authorities (SFAs) comply with National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements. The Act also requires an accountability system that conducts Administrative Reviews (AR) to evaluate program requirements for NSLP and SBP.

In March 2021, the Massachusetts Department of Elementary and Secondary Education (DESE), Office for Food and Nutrition Programs, applied for a single waiver request for a **6-year administrative review cycle extension through June 30, 2025**; this request was approved by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS).

There are currently scheduled two virtual training sessions and two online learning modules to review the **Administrative Review Process** for districts **that are scheduled for a review during the 2021-2022 school year.**

The purpose of these sessions are to address the program requirements of the AR process. The online learning modules serve as an extended learning opportunity. **Please refer to the list below to see if your Local Educational Agency (LEA) is scheduled for a NSLP AR during this school year.** Attendance by the School Nutrition Director and Business Manager are strongly recommended.

**Training opportunities available**

1. **2021 Administrative Review Preparation Strategies:**

Register for one of the virtual training sessions:

* Wednesday September 29, 2021 (2:00 pm - 4:00 pm)
	+ <https://us02web.zoom.us/webinar/register/WN_sI4D-TYlRCm8biClOw6EeQ>
* Tuesday, October 5, 2021 (2:00 pm – 4:00 pm)
	+ <https://us02web.zoom.us/webinar/register/WN_Y01QbZCaT_qYU_Loe42rZw>

These sessions will focus on the steps SFA’s should take to prepare their records for ARs. Meal Access and Reimbursement, Meal Pattern and Nutritional Quality and General Program Compliance areas will be discussed. These training sessions will not be recorded, the same content will be offered in each training.

1. **Nuts and Bolts of School Nutrition Programs On Demand Modules:**

Our online learning modules reviewing the Administrative Review Process and Resource Management are available to be taken at your own pace. We strongly encourage participants of the virtual training session to complete this module before you attend to help you prepare questions for DESE staff.

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| **Administrative Review** | <http://johnstalkerinstitute.org/nb/ondemand/home.htm>  |
| **Resource Management** |

**3) Nuts and Bolts of School Nutrition Programs Continuation Series:**

A series of webinars that focus on performance standard 1 & 2 compliance areas are being offered to help SFA’s confirm their understanding of specific compliance issues that will be assessed during the administrative review. All webinars will start at 2:00 pm on the date scheduled.

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| September 21, 2021 | * Using the Virtual Gateway for Direct Certification
* Meal Benefit Issuance – Compliance, Refreshers and Common Challenges
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| October 19, 2021 | * Deciphering the Verification Process
* Counting and Claiming Meals – Tips and Tricks for Ensuring Accuracy
 |
| November 16, 2021 | * Increasing Access and Engagement Through Afterschool Meals
* Completing the 742R Report
 |
| December 21, 2021 | * Solutions for Real Life Challenges to Serving a Reimbursable Lunch or Breakfast
* Documenting Meal Pattern Compliance
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| Register for any webinar here: <https://www.johnstalkerinstitute.org/nb/cs/> |

**Administrative Review Schedule SY 2021-2022**

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| **Agreement #** |  **Sponsor Name** |
| 12-001 | Abington Public Schools |
| 09-002-1 | Acton Boxborough Reg'l School Dist |
| 05-007 | Amesbury Public Schools |
| 09-014 | Ashland Public Schools |
| 09-170-1 | Assabet Valley Regional Vocational S. D. |
| 03-016 | Attleboro Public Schools |
| 11-018 | Avon Public Schools |
| 01-020 | Barnstable Public Schools |
| 09-023 | Bedford Public Schools |
| 09-026 | Belmont Public Schools |
| 11-447-CS-60 | Benjamin Franklin Classical Charter |
| 02-209-CS-4 | Berkshire Arts/Tech Charter |
| 02-113-1 | Berkshire Hills Regional School District |
| 14-028-1 | Berlin-Boylston Reg'l School District |
| 09-031 | Billerica Public Schools |
| 11-050-1 | Blue Hills Regional School District |
| 13-035-CS-34 | Boston Preparatory Charter School |
| 07-043 | Brimfield Elementary |
| 11-046 | Brookline Public Schools |
| 01-126-2 | Cape Cod Reg'l Tech High School |
| 08-060-1 | Chesterfield-Goshen Regional |
| 07-281-I66R | Children's Study Home |
| 14-064 | Clinton School Department |
| 11-065 | Cohasset Public Schools |
| 09-160-CS-59 | COLLEGIATE CHARTER SCHOOL OF LOWELL |
| 13-035-CS-20 | Conservatory Lab Charter School |
| 13-035-P200 | CRISTO REY BOSTON HIGH SCHOOL |
| 08-210-I27R | Cutchins Programs for Children |
| 01-351-1 | Dennis-Yarmouth Regional School District |
| 13-035-S14 | Department of Youth Services |
| 14-257-I25R | Devereux Foundation |
| 12-082 | Duxbury Public Schools |
| 14-124-I55R | Eagle Hill Foundation of MA Inc. |
| 13-035-P420 | East Boston Central Catholic |
| 08-086 | Easthampton Public Schools |
| 14-185-I83R | Evergreen Center Inc. |
| 01-096 | Falmouth Public Schools |
| 09-100 | Framingham Public Schools |
| 12-146-1 | Freetown-Lakeville Regional School Dist. |
| 03-201-CS-210 | Global Learning Charter School |
| 14-110 | Grafton Public Schools |
| 08-111 | Granby School Committee |
| 03-095-1 | Greater Fall River Regional Voc |
| 09-301-2 | Greater Lowell Regional Voc Tech |
| 12-118 | Halifax School Committee |
| 07-332-CS-68 | Hampden Charter School of Science West   |
| 05-128-CS-4 | Hill View Montessori Charter School |
| 12-239-I17R | Home for Little Wanderers |
| 13-035-I3R | Italian Home for Children Inc. |
| 09-049-P41 | James F. Farr Academy |
| 13-035-CS-56 | Kipp Academy Charter School |
| 09-158 | Littleton Public Schools |
| 07-159 | Longmeadow Public Schools |
| 09-160-4 | Lowell Middlesex Academy |
| 05-164 | Lynnfield Public Schools |
| 05-166-1 | Manchester-Essex Regional Sch District |
| 03-167 | Mansfield Public Schools |
| 05-168 | Marblehead School Department |
| 09-170 | Marlborough School Department |
| 01-172 | Mashpee Public Schools |
| 11-177 | Medway School Committee |
| 12-182 | Middleborough Public Schools |
| 14-186 | Millbury School Department |
| 11-187 | Millis Public Schools |
| 09-155-2 | Minuteman Regional Vocational Tech |
| 01-126-1 | Monomoy Regional School District |
| 02-341-1 | Mount Greylock Regional School District |
| 05-196 | Nahant Public Schools |
| 14-294-1 | Narragansett Regional School District |
| 13-035-P40 | Nativity Preparatory School |
| 05-071-I32R | Northeast Family Institute |
| 07-227-2 | Pathfinder Regional Voc Tech HS |
| 05-229 | Peabody Public Schools |
| 09-093-CS-209 | Pioneer Charter School Of Sci. Everett |
| 05-262-CS-69 | Pioneer Charter School of Sci. Saugus |
| 06-216-1 | Pioneer Valley Regional School District |
| 02-236 | Pittsfield Public Schools |
| 12-239 | Plymouth School Committee |
| 09-274-CS-18 | Prospect Hill Academy |
| 13-035-I30R | R.F.K. Action Corps Inc. |
| 02-249 | Richmond Consolidated School |
| 12-251 | Rockland School Committee |
| 13-035-P432 | Sacred Heart School |
| 05-258-CS-4 | Salem Academy Charter School |
| 05-262 | Saugus School Committee |
| 11-189-P286 | Shaloh School Oholei Torah |
| 06-272 | Shutesbury Public Schools |
| 14-097-CS-11 | Sizer School A North Central Essential |
| 03-292-P215 | South Coast Educational Collaborative |
| 08-278 | South Hadley School Committee |
| 05-181-I60R | SPECTRUM JUVENILE RECOVERY |
| 07-281 | Springfield Public Schools |
| 02-070-P8 | St Agnes School |
| 09-100-P4  | St Bridget Parish School |
| 14-316-P216 | St Joseph School |
| 09-160-P4154 | St Patrick School |
| 14-021-I73R | Stetson School Inc. |
| 11-285 | Stoughton Public Schools |
| 09-288 | Sudbury Public Schools |
| 09-295 | Tewksbury School Committee |
| 04-296-1 | Up-Island Regional School |
| 14-215-I8R | Valley View School |
| 09-314 | Watertown Public Schools |
| 12-323 | West Bridgewater School Committee |
| 07-332 | West Springfield Public Schools |
| 03-331 | Westport Community School District |
| 11-335 | Westwood Public Schools |
| 12-338-1 | Whitman-Hanson Regional School District |
| 14-343 | Winchendon Public Schools |
| 09-344 | Winchester Public Schools |