*****Massachusetts Department of***

***Elementary and Secondary Education***

### 75 Pleasant Street, Malden, Massachusetts 02148-4906 Telephone: (781) 338-3000

## TTY: N.E.T. Relay 1-800-439-2370

|  |  |
| --- | --- |
| Jeffrey C. Riley  *Commissioner* |  |

# MEMORANDUM

|  |  |
| --- | --- |
| **To:** | **School Nutrition Program Directors and Business Managers** |
| **From:** | **Robert M. Leshin, Director**  **Office for Food and Nutrition Programs** |
| **Date:** | **September 22, 2021** |
| **Subject:** | **National School Lunch Program Procurement Review Schedule for School Year 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 Procurement Reviews to evaluate procurement requirements for NSLP and SBP.

The Massachusetts Department of Elementary and Secondary Education (DESE), Office for Food and Nutrition Programs (FNP), previously applied for a waiver to conduct Procurement Reviews outside of the current six year Administrative Review cycle and this request was approved. The result is that not all SFAs identified for an Administrative Review will receive a Procurement Review as these reviews are on a different, extended review cycles.

SFAs selected for a Procurement Review will receive an email with a letter attachment roughly seven weeks prior to their procurement review date identifying the documents that must be uploaded, the date the documents are due, and the week the Procurement Review will be conducted. All SFAs scheduled for a Procurement Review for School Year 2021-2022 are listed below.

There are currently scheduled two virtual training sessions and an online learning module to review the **Resource Management Comprehensive Review and the Procurement Review Process** for districts **that are scheduled for a review during the 2021-2022 school year.**

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

**Training Opportunities**

1. **SY 2021-2022 Resource Management and Procurement Review Training:**

Register for one of the virtual training sessions:

* Thursday, September 30, 2021 (2:00 pm – 4:00 pm)
  + <https://us02web.zoom.us/webinar/register/WN_AYjOTXM3RyuhTA1QFSxJ9g>
* Thursday, October 7, 2021 (2:00 pm- 4:00 pm)
  + <https://us02web.zoom.us/webinar/register/WN_O-USjKYdRG-RBxYsw_BOjw>

These sessions will focus on the steps SFA’s should take to prepare their records for Resource Management and Procurement Reviews. These training sessions will not be recorded, the same content will be offered in each session.

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.

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

**Procurement Review Schedule SY 2021-2022**

|  |  |
| --- | --- |
| **Agreement #** | **Sponsor Name** |
| 09-002-1 | Acton Boxborough Reg'l School District |
| 05-007 | Amesbury 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 |
| 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 |
| 14-064 | Clinton School Department |
| 11-065 | Cohasset Public Schools |
| 13-035-P200 | Cristo Rey Boston High School |
| 01-351-1 | Dennis-Yarmouth Regional School District |
| 12-082 | Duxbury Public Schools |
| 08-086 | Easthampton Public Schools |
| 01-096 | Falmouth Public Schools |
| 12-146-1 | Freetown-Lakeville Regional School District |
| 07-332-CS-68 | Hampden Charter School of Science West |
| 05-128-CS-4 | Hill View Montessori Charter School |
| 13-035-CS-56 | Kipp Academy Charter School |
| 09-160-4 | Lowell Middlesex Academy |
| 09-170 | Marlborough School Department |
| 14-186 | Millbury School Department |
| 11-187 | Millis Public Schools |
| 09-155-2 | Minuteman Regional Vocational Tech |
| 02-341-1 | Mount Greylock Regional School District |
| 05-196 | Nahant Public Schools |
| 13-035-P40 | Nativity Preparatory School |
| 02-236 | Pittsfield Public Schools |
| 12-239 | Plymouth School Committee |
| 09-274-CS-18 | Prospect Hill Academy |
| 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 |
| 09-100-P4 | St Bridget Parish School |
| 14-316-P216 | St Joseph School |
| 09-160-P4154 | St Patrick School |
| 11-285 | Stoughton Public Schools |
| 09-295 | Tewksbury School Committee |
| 04-296-1 | Up-Island Regional School |
| 07-332 | West Springfield Public Schools |
| 03-331 | Westport Community School District |
| 14-343 | Winchendon Public Schools |