**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:** **Danvers Public Schools**

**Date(s) of Administrative Review:** 04/02/2024

**Date review results were provided to the School Food Authority:** 04/03/2024

**Date review summary was publicly posted:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document.
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| * The School Food Authority did not perform Direct Certification matches according to the required timeframes.
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| Verification |
| * Applications were not reviewed and/or signed by the Confirming Official.
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| * The School Food Authority did not complete the annual verification process by November 15th.
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| * The School Food Authority did not use the Virtual Gateway to conduct Direct Verification for the selected applications.
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| * The SFA did not request an extension of the November 15 verification deadline, in writing, from DESE.
 |
| 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.
 |
| * Meal signage posted was not adequate to meet the needs of all children.
 |
| * One or more of the lunch meals observed on the day and week of review, did not contain all of the required meal components.
 |
| * The daily minimum quantity requirements for lunch are not met for the age/grade group being offered.
 |
| * The posted lunch signage promotes other beverages as an alternative selection to fluid milk throughout the food service area.
 |
| Offer versus Serve- Lunch Program |
| * The SFA has an insufficient amount of information demonstrating that the cafeteria staff has been trained on Offer vs. Serve requirements for NSLP.
 |
| School Nutrition Environment |
| Food Safety |
| * Dry, cooler and/or freezer storage facilities are not adequate for the program.
 |
| * Pest control records were not maintained.
 |
| Local School Wellness Policy |
| * 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.
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| Civil Rights |
| * The School Food Authority did not publish a public release as required.
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| * 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: Clean, well-maintained kitchens. Appealing food options at both schools reviewed. Helpful management and staff during review. |