**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:** **Gill-Montague Regional School District**

**Date(s) of Administrative Review:** 04/24/2024

**Date review results were provided to the School Food Authority:** 04/24/2024

**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

[x]  Fresh Fruit and Vegetable Program

[x]  Afterschool Snack

[ ]  Special Milk Program

[ ]  Seamless Summer Option

1. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

[x]  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 |
| Meal Counting & Claiming- Lunch Program |
| * One or more day(s) claimed (lunch) exceeded the number of attendance adjusted eligible of enrolled students by free, reduced and/or paid categories.
 |
| * The SFA is not following their approved School Food Authority-State Agency Agreement/application.
 |
| Afterschool Snack Program |
| * The following deficiencies were identified in the Afterschool Snack document review:1. Afterschool snack is served offer vs. serve.2. Insufficient vegetable served on three days of review month.
 |
| Meal Patterns and Nutritional Quality |
| Meal Components & Quantities- Lunch Program |
| * Meal signage posted was not adequate to meet the needs of all children.
 |
| * 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 schools' menu does not comply with the required age/grade groups lunch meal pattern requirements.
 |
| 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.
 |
| Dietary Specifications & Nutrition Analysis |
| * 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 |
| * A review of agricultural food components indicated violations of the Buy American provision either during review of products on-site or at off-site storage facilities as applicable.
 |
| * Food temperatures are not taken and recorded on a regular basis.
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| * No one in the kitchen is trained in choke saving procedures.
 |
| * One or more foodservice employees do not know fire extinguisher procedures.
 |
| * Program facilities are not off-limits to unauthorized personnel.
 |
| * The most recent food safety inspection is not publicly posted in a visible location.
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| * The school does not have a copy of the written food safety plan onsite.
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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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| * There are not safeguards against theft and damage.
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| * There is limited documentation to determine if domestic alternatives were considered and if an exception was granted by the School Food Authority.
 |
| * Two (2) food safety inspections were not received in the previous year.
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| 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; goals for nutrition promotion and education, physical activity and/or other school-based activities; and nutrition guidance for some or all foods available on school campus.
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| * 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.
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| Smart Snacks |
| * Foods/beverages sold to students during fundraisers do not meet Smart Snacks standards.
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| Civil Rights |
| * Some or all staff who interact with program applications or participants and/or their supervisors have not received civil rights training.
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| * The School Food Authority did not publish a public release as required.
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| * The School Food Authority does not communicate the availability of meal modifications to families.
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| * The School Food Authority does not have a procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs.
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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: Management and staff were attentive during onsite review. Management was responsive to reviewer requests throughout the review process. Staff is working hard while being short-staffed. |