**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:** **Sacred Heart School**

**Date(s) of Administrative Review:** 03/26/2024

**Date review results were provided to the School Food Authority:** 03/26/2024

**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)

[ ]  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**

|  |
| --- |
| Program Access and Reimbursement |
| Certification & Benefit Issuance |
| * Incorrect conversion factors were used when processing applications that indicated only one (1) income frequency.
 |
| * Not all direct certifications (SNAP, TANF, FDPIR, foster, homeless, runaway, migrant, Head Start, Even Start) were correctly certified.
 |
| * Some households were not notified of student's eligibility according to regulations.
 |
| * Some of the applications selected for the review were not approved correctly.
 |
| * The benefit issuance document or system does not assure confidentially and prevent overt identification of students during meal service.
 |
| * The School Food Authority did not accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document.
 |
| Verification |
| * The School Food Authority did not complete the annual verification process.
 |
| * The School Food Authority did not submit an accurate SFA Verification Collection Report (FNS742R) according to FNS requirements.
 |
| Meal Counting & Claiming- Lunch Program |
| * The total meal counts from the month of review compared the number of meal count for the day of review were not reasonable.
 |
| * There was a difference between the SFA's claim and the Stage Agency's validated counts for lunch and/or breakfast for one or more schools for the review period. This is a systemic error.
 |
| 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.
 |
| * 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 daily minimum quantity requirements for lunch are not met for the age/grade group being offered.
 |
| School Nutrition Environment |
| Food Safety |
| * No one in the kitchen is food allergen certified.
 |
| * No one in the kitchen is food safety certified.
 |
| * One or more foodservice employees do not know fire extinguisher procedures.
 |
| * 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 containing HACCP principles 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 school wellness policy does not contain the required elements. The wellness policy is missing goals for nutrition promotion and education, physical activity and/or other school-based activities.
 |
| * The local school wellness policy does not contain the required elements. The wellness policy is missing nutrition guidance for some or all foods available on school campus.
 |
| * 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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| * The School Food Authority does not have documentation demonstrating the local school wellness policy has been made available to the public.
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| * The School Food Authority does not have documentation demonstrating the results of the assessment have been made available to the public.
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| * 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.
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| Civil Rights |
| * Some or all of the program materials were missing the non-discrimination statement.
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| * 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 nondiscrimination statement posted on the School Food Authority's website is not in compliance with USDA criteria.
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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 does not have or has not maintained a civil rights complaint log to track any written or verbal complaints alleging discrimination in FNS Programs.
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| * The School Food Authority does not maintain medical statements for students with a disability requesting meal modifications that fall outside of the meal pattern.
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| * The School Food Authority's district-wide civil rights policy does not include meal modification information.
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