**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:** **Chicopee Public Schools**

**Date(s) of Administrative Review:** 01/14/2025

**Date review results were provided to the School Food Authority:** 02/19/2025

**Date review summary was publicly posted:** 03/21/2025

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 |
| Certification & Benefit Issuance |
| * Some households were not notified of student's eligibility according to regulations.
 |
| Meal Counting & Claiming- Lunch Program |
| * Alternate points of service have not been approved by the State Agency.
 |
| * On the day of review, lunch meal counts were counted incorrectly. It was identified as a systemic error.
 |
| * One or more meal service lines did not provide an accurate count of meals at the point of service (or approved alternate).
 |
| Afterschool Snack Program |
| * The program has not been monitored within the first four (4) weeks of operation.
 |
| 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.
 |
| * One or more of the required meal components were not available on every reimbursable lunch meal service line to all participating students prior to the beginning of meal service.
 |
| * One or more of the required meal components were not available on every reimbursable meal service line to all participating students during the lunch meal service.
 |
| * 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.
 |
| Offer versus Serve- Lunch Program |
| * Offer versus serve (OVS) is not properly being implemented at the school.
 |
| Dietary Specifications & Nutrition Analysis |
| * The School Food Authority does not have documentation to support the Low-Risk determination in the Off-Site Assessment. (Menus, production records, standardized recipes, USDA Foods Information Sheets)
 |
| 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.
 |
| * Correct temperatures are not being maintained. One or more temperature violations were observed of equipment (cooler, freezers, dish machine).
 |
| * Dry, cooler and/or freezer storage facilities are not adequate for the program.
 |
| * Food temperatures are not taken and recorded on a regular basis.
 |
| * No one in the kitchen is trained in choke saving procedures.
 |
| * One or more foodservice employees do not know fire extinguisher procedures.
 |
| * One or more storage violations were observed. The school did not ensure that the storage, preparation and service of food are maintained.
 |
| * Proper dishwashing procedures are not followed. One or more violations were observed during the pre-rinse, wash, rinse, sanitize and/or drying procedures.
 |
| * The School Food Authority's standard operating procedures (SOPs) were not implemented.
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| * There is limited documentation to determine if domestic alternatives were considered and if an exception was granted by the SFA.
 |
| Local School Wellness Policy |
| * The School Food Authority does not have documentation demonstrating the results of the assessment have been made available to the public.
 |
| Smart Snacks |
| * Foods/beverages sold to students in the cafeteria do not meet Smart Snacks standards.
 |
| Civil Rights |
| * The public release does not contain the required components.
 |
| * 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: Staff were welcoming and accommodating during the review process. |