**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:** **Pioneer Valley Chinese Immersion Charter**

**Date(s) of Administrative Review:** 01/07/2025

**Date review results were provided to the School Food Authority:** 01/23/2025

**Date review summary was publicly posted:** 02/22/2025

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)

School Breakfast Program

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?

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. |
| * The School Food Authority did not update the benefit issuance document(s) accurately and/or in a timely manner, including those students that are new, transferred, or withdrawn. |
| Verification |
| * The School Food Authority did not complete the annual verification process. |
| Meal Counting & Claiming- Lunch Program |
| * One or more meal service lines did not provide an accurate count of meals at the point of service (or approved alternate). |
| * The counts for some or all of the schools were incorrectly consolidated and claimed by the SFA. |
| * The School Food Authority's meal counting system contained overt identification of students receiving meals. |
| Meal Patterns and Nutritional Quality |
| 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 |
| * The most recent food safety inspection is not publicly posted in a visible location. |
| 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. |
| * 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. |
| Civil Rights |
| * The School Food Authority did not publish a public release as required. |
| * The School Food Authority does not have a procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs. |
| * 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: Kitchen facilities were clean and organized. Since the school does not have a cafeteria, they developed a unique and efficient method to distribute meals to each grade level. |