**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:** **Woburn Public Schools**

**Date(s) of Administrative Review:** 02/11/2025

**Date review results were provided to the School Food Authority:** 02/27/2025

**Date review summary was publicly posted:** 03/29/2025

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**

|  |
| --- |
| Program Access and Reimbursement |
| Afterschool Snack Program |
| * Production records do not list each meal component and/or reflect that the planned portion sizes meet the meal pattern component requirements. |
| * Snacks are not being properly counted and claimed. |
| * The program has not been monitored within the first four (4) weeks of operation. |
| Meal Patterns and Nutritional Quality |
| Meal Components & Quantities- Lunch Program |
| * Meal signage posted was not adequate to meet the needs of all children. |
| * One or more of the lunch meals observed, on the day of review, did not contain all of the required meal components. |
| * The SFA did not provide milk substitutions or did not provide a creditable milk substitution. |
| 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. |
| Local School 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 meeting minutes that list who is on the wellness committee and/or content being discussed. |
| 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. |
| * 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 does not have or has not maintained a civil rights complaint log to track any written or verbal complaints alleging discrimination in FNS Programs. |
| * The School Food Authority's district-wide civil rights policy does not include meal modification information. |

|  |
| --- |
| ***Noteworthy Observations*** |
| The Review Team found the following noteworthy items: Woburn Public Schools served a large variety of breakfast and lunch options at their high school. Students could select from over 15 different entrees and various fresh fruit and vegetables. Their serving area was spacious and clean. |