STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Devereux Massachusetts

Date of Administrative Review: November 28, 2017

Date review results were provided to the School Food Authority: November 28, 2017

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
   - □ Fresh Fruit and Vegetable Program
   - □ Afterschool Snack
   - □ Special Milk Program
   - □ Seamless Summer Option

2. 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

3. 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.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>REVIEW FINDINGS</th>
</tr>
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<tbody>
<tr>
<td>x</td>
<td></td>
<td>A. Program Access and Reimbursement</td>
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<tr>
<td></td>
<td></td>
<td>YES  NO</td>
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<td></td>
<td>□</td>
<td>x Certification and Benefit Issuance</td>
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<tr>
<td>□</td>
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<td>Verification</td>
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1) On the day of review at the Tannerhill 2 site, it was found that point of service meal counts had not been recorded for the prior 6 days of meal service. Additionally, the meal claiming pattern at the same site for the review month shows the maximum number of allowable meals claimed for breakfast on a daily basis, which was not consistent with what was observed on the day of review.

1) The minimum required offerings of milk, whole grains, and vegetable sub-groups were not met for the review week. Validation of meal pattern compliance for meat/meat alternates was difficult due to the lack of child nutrition labels or product formulation statements for processed products.

1) The organization does not have a local wellness policy in place.

1) Civil rights training specific to the NSLP was not conducted and documented for all staff involved in the administration and operation of the program.