



# NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Catherine Truitt, *Superintendent of Public Instruction*

[www.dpi.nc.gov](http://www.dpi.nc.gov)

## **Procedures for Requesting Reimbursement of State Funds to Replace or Repair Equipment and Replace Food and Food Supplies lost or damaged as a result of Hurricane Helene in Accordance with the Disaster Recovery Act of 2024 (S.L. 2024-51)**

**Please follow these procedures to prepare and submit documentation required to process the request for State Disaster Funds.**

1. Compile source documentation to reflect the actual losses and the value of the losses as a result of Hurricane Helene. Such documentation may include, but is not limited to, any of the following:
  - Handwritten or electronic inventories that reflect the of disposal of spoiled or damaged food or supplies or the transfer of food/supplies for disaster feeding purposes, along with the value of the inventory;
  - Perpetual inventories showing pre-disaster and post-disaster food and supply losses, and the value of the inventory;
  - Equipment repair and/or replacement estimates/invoices; and/or
  - Other documents that substantiate the claim for State funds to support the repair and replacement of equipment, food and food supplies used in the School Nutrition Programs. Please use the same source documentation that was used to prepare the claim for Insurance and the claim for FEMA assistance.
2. Scan and submit separate documents to substantiate losses for (1) Equipment, (2) Food and (3) Food preparation, service, distribution supplies. Ensure each page of documents show the SFA Number and the name of the PSU/SFA to be reimbursed. Reimbursement will be made through the DPI's School Nutrition Technology System (SNTS) and will lead to deposit directly into the SFA's non-profit School Nutrition account.
3. Print, review, complete (manually) and sign the Attestation Form. Signatures of the Finance Officer and the School Nutrition Director are required to process the claim for State Disaster Funds; sign the Attestation Form in blue ink. Please scan the signed form and upload it into the Disaster Recovery Portal.
4. Submit all documents, including source documentation showing actual losses and the value of those losses, along with the completed Attestation Form, into the Disaster Recovery Request Portal at [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov) . You will receive confirmation when all documents have been received.
5. For questions, contact the following personnel in the Office of School Nutrition:  
Dr. Lynn Harvey, Senior Director, (919) 601-1405  
Frank Cernik, Business Systems Analyst, [Frank.Cernik@dpi.nc.gov](mailto:Frank.Cernik@dpi.nc.gov)  
Victoria Homick, Acting Interim Director, [Victoria.Homick@dpi.nc.gov](mailto:Victoria.Homick@dpi.nc.gov)

### **OFFICE OF SCHOOL NUTRITION**

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