



# NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Catherine Truitt, *Superintendent of Public Instruction*

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## 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 (SA) to report the 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 SA to post a summary of the most recent final administrative review results for each School Food Authority (SFA) on the SA publicly available website no later than 30 days after the SA provides the 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 (SFA) Name: Pitt County Schools**

**SFA Agreement Number: 740**

**Date of Administrative Review (Entrance Conference Date): May 16, 2022**

**Date review results were provided to the SFA: May 18, 2022**

### 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

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?

☒ Yes ☐ No

4. Is there fiscal action associated with findings identified during the review of this School Food Authority?

☒ Yes ☐ No

### OFFICE OF SCHOOL NUTRITION

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

REVIEW FINDINGS		
<b>A. Program Access and Reimbursement</b>		
<b>YES</b>	<b>NO</b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Certification and Benefit Issuance</b> – Validation of the SFA’s certification of students’ eligibility for free or reduced-price meals benefits
Finding Detail:		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Verification</b> – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meal benefits
Finding Detail: The “notice of adverse action” letters provided households ten (10) business days between notification and effective date of the change in meal status. Based on Federal guidance, only ten (10) calendar days should elapse from notification and effective date of the change in meal status.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Meal Counting and Claiming</b> – Validation of the SFA’s meal counting and claiming system that accurately counts, records, consolidates, and reports the number of reimbursable meals claimed by category
Finding Detail: In the review of meal counts for the month of review (April 2022) at breakfast, the facility under-claimed sixteen (16) meals on April 22, 2022. There is an underclaim for meal counting and claiming errors at breakfast for sixteen (16) meals; the amount of the underclaim for April 2022 at breakfast is \$41.68. NOTE: The SFA revised the April 2022 claim on May 17, 2022, to receive payment for the underclaim of sixteen (16) breakfast. The claim was processed on May 20, 2022. No further claim adjustment is required. In the review of meal counts for the month of review (April 2022) at lunch, the facility under-claimed four (4) meals on April 4, 2022 and under-claimed four (4) meals on April 5, 2022. There is an under-claim for meal counting and claiming errors at lunch for eight (8) meals; the amount of the under-claim for April 2022 at lunch is \$36.50. NOTE: The SFA revised the April 2022 claim on May 17, 2022, to receive payment for the under-claim of eight (8) lunches. The claim was processed on May 20, 2022. No further claim adjustment is required.		

<b>B. Meal Patterns and Nutritional Quality</b>		
<b>YES</b>	<b>NO</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Meal Components and Quantities</b> – Validation that meals claimed for reimbursement contain the required meal components and quantities
Findings Detail: Production records during the month of review (April 2022) indicated multiple days with zero (0) in the leftover column for vegetables and potentially appearing to have run out of the component, leading to the question were all components available to all students. Production records during the month of review (April 2022) indicated multiple days with zero (0) in the leftover column for vegetables and potentially appearing to have run out of the component, leading to the question were all components available to all students. Production Records for the month of review (April 2022) documented insufficient fruit offerings at lunch for the 9-12 meal pattern. Students must be offered one (1) cup of fruit at lunch; however, the production record recorded one-half (1/2) cup of fruit offered/available to students.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Offer versus Serve (OVS) (provision that allows students to decline some of the food components offered)</b> – Validation of the SFA’s compliance with OVS requirements, if applicable
Finding Detail:		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Dietary Specifications and Nutrient Analysis</b> – Validation that meals offered to children through the School Nutrition programs are consistent with federal standards for calories, saturated fat, sodium, and <i>trans</i> fat
Finding Detail:		

<b>C. School Nutrition Environment</b>		
<b>YES</b>	<b>NO</b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Food Safety</b> – Validation that all selected schools meet the food safety and storage requirements, and comply with the Buy American provisions specified by the regulations

Finding Detail:		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Local School Wellness Policy</b> – Review of the SFA’s established Local School Wellness Policy
Finding Detail:		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Competitive Foods</b> – Validation of the SFA’s compliance with regulations for all food and beverages to students outside of the reimbursable meal
Finding Detail:		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Professional Standards</b> – Validation of the SFA’s compliance with required hiring standards and annual training requirements
Finding Detail:		

<b>D. Civil Rights</b>		
<b>YES</b>	<b>NO</b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Civil Rights</b> – Validation of the SFA’s compliance with civil rights requirements as applicable to the School Nutrition Programs
Finding Detail:		

<b>E. Resource Management</b>		
<b>YES</b>	<b>NO</b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>FSMC</b> – Validation of the SFA’s compliance with overall financial health of the School Nutrition Program
Finding:		

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Other – Procurement</b>
Finding Detail:		