



# 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: MINA Charter School of Lee County**

**SFA Agreement Number: 53C**

**Date of Administrative Review (Entrance Conference Date): April 24, 2023**

**Date review results were provided to the SFA: April 28, 2023**

### 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 type="checkbox"/>	<input checked="" 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:		
<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
<p>Finding Detail: In the review of meal counts for the month of review (March 2023), the school under-claimed meals for a total of one hundred eighteen (118) meals for breakfast and six hundred seventeen (617) meals for lunch. The reviewer identified that the software system had a glitch that caused the information to not calculate all days for the final report. There is an under-claim for meal counting and claiming errors at breakfast for one hundred eighteen (118) meals is \$315.06. The amount of the under-claim for March 2023 at lunch for two hundred and six hundred seventeen (617) meals is \$2,733.31. The total under-claim for March 2023 is \$3,048.37. NOTE: The School Food Authority revised the March 2023 claim on April 27, 2023 to receive payment for the under-claim. The claim was processed on May 2, 2023. No further claim adjustment is required.</p> <p>The required daily edit check for breakfast and lunch is not being completed by the School Food Authority (SFA) prior to submission of the monthly claim for reimbursement.</p>		

<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
<p>Finding Detail: On the day of review, the minimum daily offering of grain was insufficient. Only 0.63 ounce by weight cereal bowls were offered to students. Based on the K-12 breakfast meal pattern, students must be offered at least one ounce (1oz) of grain equivalent serving per day and nine-ounce (9oz) grain equivalent per week. Finding: On the day of review, the minimum daily offering of vegetable was insufficient. Only one half (1/2) cup of vegetable was offered to students. Based on the K-8 lunch meal pattern, students must be offered at least three fourth (3/4) cup of vegetables per day and three and three fourth (3 3/4) cup of vegetable per week. The vegetable component has subgroups that have a weekly minimum. Three fourth (3/4) cup of Red/Orange vegetable subgroup must be offered every week. One half (1/2) cup of Dark Green vegetable subgroup every week. One half (1/2) cup of Legumes vegetable subgroup every week. One half (1/2) cup of Starchy vegetable subgroup every week. One half (1/2) cup of other vegetable subgroup every week. One (1) cup of additional vegetable subgroup every week. Signage with menu items listed was not posted for breakfast and lunch. The signage or menu for breakfast and lunch must include a statement explaining that all items in the planned quantities are required to be selected for a reimbursable meal.</p>		
<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:		

C. School Nutrition Environment		
YES	NO	
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Professional Standards</b> – Validation of the SFA’s compliance with required hiring standards and annual training requirements
Finding Detail: There are several people within the Charter School that perform School Nutrition duties, part time, but have not received four (4) hours of Professional Standards continuing education as required in Federal policy. Receiving the required number of continuing education hours yearly is required to demonstrate compliance with Professional Standards training requirements. The School Nutrition Administrator has not obtained a current food safety certification from an American National Standards Institute (ANSI) approved program. All School Nutrition Administrators and the “Person in Charge” in the kitchen (often the School Nutrition Manager) is required to hold a current food safety certification as part of the professional standard requirements.		

D. Civil Rights		
YES	NO	
<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:		

E. Resource Management		
YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Resource Management</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 – After School Snack Program</b>
Finding Detail:		