



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: Chapel Hill Carrboro City Schools

SFA Agreement Number: 681

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

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

REVIEW FINDINGS		
A. Program Access and Reimbursement		
YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certification and Benefit Issuance – 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"/>	Verification – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meal benefits
Finding Detail:		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming – 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:		

B. Meal Patterns and Nutritional Quality		
YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities – Validation that meals claimed for reimbursement contain the required meal components and quantities
Finding Detail: One (1) of the cereal choices on the menu for Pre-K students at breakfast does not meet Pre-K meal pattern requirements. The cereal, Apple Cinnamon Cheerios, contains nine (9) grams of sugar per dry ounce. Pre-K students must be offered cereals containing no more than six (6) grams of sugar per dry ounce.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve (OVS) (provision that allows students to decline some of the food components offered) – Validation of the SFA’s compliance with OVS requirements, if applicable
Finding Detail:		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis – 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"/>	Food Safety – 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"/>	Local School Wellness Policy – Review of the SFA’s established Local School Wellness Policy
Finding Detail:		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Competitive Foods – 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"/>	Professional Standards – Validation of the SFA’s compliance with required hiring standards and annual training requirements
Finding Detail: The School Food Authority’s (SFA) School Nutrition Administrator did not receive the required continuing education during the 2022-2023 school year.		

D. Civil Rights		
YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Civil Rights – 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Resource Management – Validation of the SFA’s compliance with overall financial health of the School Nutrition Program
<p>Finding: A State Agency (SA) pre-approval is required for all equipment purchases over \$5,000.00 using School Nutrition funds. SA approval was not sought or received for the following items:</p> <ul style="list-style-type: none"> • 2021 Ford Transit 350 Cargo Van \$35,254.74 • Electric Range \$11,087.70 • Serving Line \$20,544.25 • Serving Line \$18,271.00 • Double Gas Convection Oven \$7,680.08 <p>The School Food Authority has written cash management procedures that require money be locked in a secure location. On the day of review, the School Nutrition Manager placed the cash drawer unattended on a prep table in the kitchen after cashiering breakfast. The School Food Authority has written cash management procedures that require money be locked in a secure location. The register drawer is broken. The School Nutrition Manager had the petty cash in a bank deposit bag placed on the register stand.</p>		

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other – After School Snack Program
Finding Detail: The Production Records, Meal Count Forms and claims numbers do not match up on several days in March 2023 and April 2023 at the school. *A potential reclaim of eighty (80) snack for recording errors in the After School Snack Program in March 2023 equal \$86.40*		

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other – Food Service Management Company Contract
<p>Finding Detail: The monthly invoices from the Food Service Management Company in the 2021-2022 school year and October 2022 has over-charged the School Nutrition Program for a la carte vending. The rate of \$3.00 per meal equivalent was used when the rate of \$3.75 should have been used to calculate the charge.</p> <p>The Public-School Unit (PSU) will be required to refund the School Nutrition Program for the incorrect meal equivalent charge. In the 2021-2022 school year, there was an over-charge of \$3,353.31 and in the 2022-2023 school year, the October 2022 invoice, an over-charge of \$1,023.55.</p> <p>The Public-School Unit will be required to reimburse the Chapel-Hill Carrboro City Schools Nutrition Program \$4,376.86 for the incorrect meal equivalent rate for a la carte vending.</p> <p>Finding 2: The School Nutrition Program is currently in violation of the Food Service Management Company Contract by utilizing a third-party vendor for vending machines in the middle and high schools</p>		