



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *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: Bertie County Schools

SFA Agreement Number: 080

Date of Administrative Review (Entrance Conference Date): October 16, 2017

Date review results were provided to the SFA: October 20, 2017

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

SCHOOL NUTRITION SERVICES

SCHOOL OPERATIONS DIVISION

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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
<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
<input checked="" type="checkbox"/>	<input 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: Finding 1: For the month of review (September 2017) at breakfast, Askewville Pre-K did not mark rosters at a point of service to justify the number of breakfast meals claimed daily. Rosters were only marked with an “A” for absent students and there were no marks if a student received a reimbursable breakfast. The marking of rosters at the point of service ensures each student receives one (1) breakfast and provides the basis for the daily count of breakfasts for federal reimbursement. Additionally, the rosters have a title of Daily Breakfast/Lunch thus reviewers cannot determine the meal service. Finding 2: For the month onsite (October 2017) at breakfast, Askewville Pre-K did not mark rosters at a point service to justify the number of breakfast meals claimed daily. Rosters were only marked with an “A” for absent students and there were no marks if a student received a reimbursable breakfast. The marking of rosters at the point of service ensures each student receives one (1) breakfast and provides the basis for the daily count of breakfasts for federal reimbursement. Additionally, the rosters have a title of Daily Breakfast/Lunch thus reviewers cannot determine the meal service. Note: Reviewers were onsite on Thursday, October 19, 2017 and rosters were being properly marked with a checkmark. Additionally, the Zone Operations and Management Consultant was onsite on December 8, 2017 to review rosters and it was determined on this day, breakfast rosters were being properly marked for the claim for federal reimbursement. Finding 3: The eighth-grade class at Bertie Middle School participates in Breakfast in the Classroom. In the months of August 2017, September 2017 and up to the day of review (October 17, 2017), some rosters are not being marked at the point of service to justify the number of breakfast meals claimed. Rosters were only marked for absent students and there are no marks if a student received a reimbursable breakfast. The marking of rosters at the point of service ensures each student receives one (1) breakfast and provides the basis for the daily count of breakfasts for federal reimbursement. Finding 4: On September 26, 2017, one (1) adult meal at breakfast was claimed when the cashier entered a dropped plate as a second meal in the point of sale system. Dropped plates should be documented on the production record and not entered into the point of sale system.

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: A field trip was planned on the day of review (October 18, 2017) for a group of fourth grade students at Windsor Elementary School. The vegetable component in the bagged lunch was insufficient by one-fourth (1/4) cup since students are required to have three-fourth (3/4) cup to meet the daily minimum requirements.

<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 type="checkbox"/>	<input checked="" type="checkbox"/>	Professional Standards – Validation of the SFA’s compliance with required hiring standards and annual training requirements
Finding Detail:		

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 type="checkbox"/>	<input checked="" type="checkbox"/>	Resource Management – Validation of the SFA’s compliance with overall financial health of the School Nutrition Program
Finding Detail:		

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