



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: Franklin County Schools

SFA Agreement Number: 350

Date of Administrative Review (Entrance Conference Date): November 13, 2017

Date review results were provided to the SFA: November 17, 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Components and Quantities – Validation that meals claimed for reimbursement contain the required meal components and quantities
Finding Detail:		
<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 checked="" type="checkbox"/>	<input 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
<p>Finding Detail: A Time as a Public Health Control (TPHC) procedure must be written for documenting meals sent on field trips. Since the food is leaving campus, the food must be monitored using time control and disposed of after four (4) hours. Finding 2: A procedure must be written and implemented to document how Pre-K meals will be controlled when transported to the classroom. Since food is not leaving the control of the SFA, food may be monitored by temperature, using a temperature monitoring form or by time, with a Time as a Public Health Control (TPHC) procedure. Finding 3: On the daily kitchen assessment monitoring form, the parts per million (ppm) for wipe and spray sanitizer was not being recorded and November's daily kitchen assessment had not been started for the month when reviewer asked for the form on November 14, 2017. The reviewer provided technical assistance by reviewing the form with the manager and explaining to her corrections that needed to be made when filling out the form. Cooling logs are not completed to track the cooling of leftovers. Cooling logs are required to monitor the cooling process of all hot Temperature Control for Safety (TCS) foods. Finding 4: A documentation error of temperatures is occurring in Section one (1) of the production record. Temperatures taken once the food is cooked or prepared are not being recorded correctly and leftover temperatures are not being recorded. The employee is recording the cooked/prepared target temperatures instead. Finding 5: Herbs, spices, and flavorings were not date marked.</p>		
<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 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 Detail: Financial reports dating back to the semi-annual report of school year 2014-15 show significant inconsistencies in reporting the financial status of the School Nutrition Program. In 2016-17, neither the semi-annual or annual reports were submitted in the School Nutrition Technology System. These inconsistencies allow room for error and discrepancies in financial reporting of School Nutrition operations for the School Food Authority (SFA) as well as the State Agency. For the 2016-2017 year of review, the annual reporting is pending the receipt of the final audit. The State Agency School Nutrition Analysis worksheet was used to conduct the Financial Management Review based on data from the June 30, 2017 trial balance. Although the School Nutrition Administrator has been diligently working to administer the School Nutrition Program, oftentimes, she is unaware of the current financial status of the school meal program(s). Finding 1: Financial reports dating back to the semi-annual report of school year 2014-15 show significant inconsistencies in reporting the financial status of the School Nutrition Program. In 2016-17, neither the semi-annual or annual reports were submitted in the School Nutrition Technology System. These inconsistencies allow room for error and discrepancies in financial reporting of School Nutrition operations for the School Food Authority (SFA) as well as the State Agency. For the 2016-2017 year of review, the annual reporting is pending the receipt of the final audit. The State Agency School Nutrition Analysis worksheet was used to conduct the Financial Management Review based on data from the June 30, 2017 trial balance. Although the School Nutrition Administrator has been diligently working to administer the School Nutrition Program, oftentimes, she is unaware of the current financial status of the school meal program(s). Finding 2: Sales tax refunds should be applied at the closeout of each school year and refunded to the School Nutrition account when received by the Local Education Agency. The 2014-15 sales tax refund was posted to fund 5 in November 2017 in the amount of \$1,737.00. This refund is typically paid to the Local Education Agency in the school year 2015-2016; however, the refund did not post in the School Nutrition account until the school year 2017-18. The sales tax refund for the school year 2015-16 has not been received. Finding 3: Several adult meal charges were noted on the negative balance report for the district. Adult meal charges are unallowable. Adults may prepay for meals by putting money on their individual accounts or a school account for adult charges could be set up and used for adults to borrow against so that the charge is not carried by the School Nutrition Program.</p>		

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