



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: Henderson County Schools

SFA Agreement Number: 450

Date of Administrative Review (Entrance Conference Date): November 27, 2017

Date review results were provided to the SFA: December 8, 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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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: The Breakfast in the Classroom (BIC) program lacks clearly written procedures explaining the process that originates with students ordering their selected meal items to the claiming of the meals for reimbursement. This finding applies to all schools in Henderson County Public Schools that participate in BIC. In three (3) of the BIC schools, Dana Elementary School (Reviewed School, Traditional School), Clear Creek Elementary School (Non-Reviewed School, Traditional School) and Bruce Drysdale Elementary Schools (Non-Reviewed School, Year-Round School) meals are being claimed for Federal reimbursement that contain only two (2) items. In the School Breakfast program, three (3) items must be selected in order to constitute a reimbursable meal with one (1) of these items being a one-half (½) cup of fruit. The following is a breakdown by month of the reclaim of meals for each school: November 2017 (Month Onsite) Dana Elementary School – one hundred seventy-two (172) free, thirty-three (33) reduced-price and fifty denied(paid) breakfast; Clear Creek Elementary School – ninety-two (92) free, nineteen (19) reduced-price and fifty-nine (59) denied (paid) breakfast; and Bruce Drysdale Elementary School – fifty-seven (57) free, six (6) reduced-price and 22 denied (paid) breakfast. There will be a reclaim of three hundred and eighty (380) non-reimbursable breakfasts; the total amount of the reclaim for November 2017 at breakfast is \$814.01 and \$17.40 in the state reimbursement. October 2017 (Month of Review) Dana Elementary School – two hundred and twenty-four (224) free, forty-one (41) reduced-price and sixty-five (65) denied (paid) breakfast; Clear Creek Elementary School – one hundred and twenty-one (121) free, twenty-five (25) reduced-price and seventy-four (74) denied (paid) breakfast; and Bruce Drysdale Elementary School – fifty-six (56) free, five (5) reduced- price and twenty-four (24) denied (paid) breakfast. There will be a reclaim of six hundred and thirty-five (635) non-reimbursable breakfasts; the total amount of the reclaim for October 2017 at breakfast is \$1,014.08 and \$21.30 on state reimbursement. September 2017 (Other Period) Dana Elementary School – one hundred and ninety (190) free, thirty-two (32) reduced-price and forty-eight (48) denied (paid) breakfast; Clear Creek Elementary School – one hundred and five (105) free, seventeen (17) reduced-price and fifty-eight (58) denied (paid) breakfast; and Bruce Drysdale Elementary School – twenty-six (26) free, two (2) reduced-price and twelve (12) denied (paid) breakfast. There will be a reclaim of four hundred and ninety (490) non-reimbursable breakfasts; the total amount of the reclaim for September 2017 at breakfast is \$797.58 and \$15.30 in state reimbursement. August 2017 (Other Period) Dana Elementary School – forty (40) free, six (6) reduced-price and fourteen (14) denied (paid) breakfast; Clear Creek Elementary School – twenty-three (23) free, three (3) reduced-price and fourteen (14) denied (paid) breakfast; and Bruce Drysdale Elementary School – seventy-two (72) free, seven (7) reduced-price and thirty-one (31) denied (paid) breakfast. There will be a reclaim of four hundred and ninety (490) non-reimbursable breakfasts; the total amount of the reclaim for August 2017 at breakfast is \$328.49 and \$4.80 on state reimbursement. July 2017 (Other Period) Bruce Drysdale Elementary School – fifty-one (51) free, three (3) reduced-price and twenty-one (21) denied (paid) breakfast. There will be a reclaim of seventy-five (75) non-reimbursable breakfasts; the total amount of the reclaim for July 2017 at breakfast is \$118.26 and \$.90 in state reimbursement.

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 review of lunch meal components and quantities for the week of October 2-6, 2017 identified that an insufficient amount of the required one-half (½) cup per week of dark green vegetables were planned and served for the 6-8 grade group. The contribution of dark green vegetable from a salad blend being used only contained fifteen percent (15%) romaine lettuce, resulting in the calculated contribution being less than what the menu planner had credited. A review of production records at West Henderson High School for the week of October 2-6, found that an insufficient amount of the weekly required one and one-fourth (1 1/4) cup of red/orange vegetables for 9-12 grade groups were offered to students. The tomato basil soup that the menu planner had planned for was not offered on one (1) of the two (2) servings lines, resulting in this insufficient amount of red/orange vegetable being available to all students.		
<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
Finding Detail: Time as a Public Health Control (TPHC) Procedures are not being applied consistently; this poses a food safety risk. TPHC must be reinforced for all Time-Temperature Control for Safety (TCS) Foods that are used for the breakfast meal service. Emphasis is needed to ensure staff understand once the TPHC procedures begin, time is used instead of temperature and any TCS food and beverage left over from the breakfast meal service must be discarded; this includes milk.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy – Review of the SFA’s established Local School Wellness Policy
Finding Detail: : The board-approved Local Wellness Policy does not contain language addressing: The marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards; Nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for Smart Snacks in School nutrition standards; and a definition of "school day" that coincides with the final rule, which describes the instructional day as “12:01 AM until 30 minutes after the bell rings signaling the end of the school day.”		
<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: Finding 1: The Local Education Agency (LEA) had not properly prorated the hospitalization benefits on four (4) dual employees in the 2016-2017 school year and 2017-2018 school year. As a result of this error, the School Nutrition Program’s non-profit account was overcharged for employee benefits. *A refund is due to the Henderson County Public Schools’ Nutrition Program in the amount of \$7,828.37 for hospitalization* Finding 2: In the 2017-2018 school year, adults outside of the School Nutrition Program were being permitted to charge meal items. School Nutrition funds cannot be used to supplement adult meals for district employees outside of the School Nutrition Program.</p>		

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