



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: Kannapolis Charter Academy

SFA Agreement Number: 13D

Date of Administrative Review (Entrance Conference Date): October 30, 2017

Date review results were provided to the SFA: October 31, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance – Validation of the SFA’s certification of students’ eligibility for free or reduced-price meals benefits
<p>Finding Detail: All Eligibility activities must be conducted in accordance with the most current edition of the “Eligibility Manual for School Meals Determining and Verifying Eligibility School Year” (2017). There were three (3) applications processed incorrectly due to conversion factors not being correctly used when the applications indicated more than one income frequency for the household and when the income frequency was not properly executed in the income calculation. Additionally, there were three (3) students with benefits carried over from the 2016-2017 school year for the first thirty (30) school days whose benefits were not terminated on the thirty-first (31st) day in the current school year. Based on the above six (6) benefits issuance errors, the reclaim for the National School Lunch Program for the Review Month and for the Month of the On-Site Review will be as follows: September 2017 - \$160.60, October 2017 - \$169.36 (Total: \$329.96) The potential reclaim for the School Breakfast Program is: September 2017 - \$34.80 October 2017 - \$33.35 (Total: \$68.15)</p>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verification – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meal benefits
<p>Finding Detail: One (1) application selected for verification was classified initially and confirmed inaccurately as eligible for reduced priced meal benefits. The application was determined by the reviewer to be ineligible for meal benefits and should be listed as paid price meal benefits. A letter was issued on the day of review with a ten (10) day notice of adverse action moving the student to full pay status.</p>		
<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
<p>Finding Detail: The edit check currently in use is not sufficient to perform the required edit check. The School Food Authority indicated in the 2017-2018 electronic agreement it is using the North Carolina Edit Check template. A review of the edit check process during the Administrative Review however revealed it is currently using a fixed ninety-eight percent (98%) attendance factor to conduct the edit check. This is the second year of operation for the School Food Authority (SFA) and the first year it has been allocated funds from North Carolina to cover the student charge for reduced price breakfasts. During the on-site review of breakfast, it was noted that students with reduced-priced benefits are being charged \$.30 for breakfast while the School Food Authority is claiming the reduced-price reimbursement from the state. The SFA must reimburse students with reduced- priced benefits in the 2017-2018 school year who have been charged for breakfast.</p>		

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
<p>Finding Detail:</p>		
<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
<p>Finding Detail:</p>		
<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
<p>Finding Detail:</p>		

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
<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:		