



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: Rockingham County Schools

SFA Agreement Number: 790

Date of Administrative Review (Entrance Conference Date): February 26, 2018

Date review results were provided to the SFA: March 2, 2018

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 Finding Detail: One (1) household application with four (4) students was incorrectly classified for meal benefits. The application was erroneously classified as eligible for free meal benefits; upon review of benefits issuance documents, the application was determined to be in error and was changed to reduced-price meal status. All Eligibility activities must be conducted in accordance with the most current edition of the “Eligibility Manual for School Meals: Federal Policy for Determining and Verifying Eligibility.” Note: Benefit issuance errors were corrected immediately. Prior to the reviewers leaving the school, the Point of Sale (POS) system was updated to accurately reflect student eligibility status for both students and the household was notified in writing providing a ten (10) day notice of reduction in benefits due to errors found during the benefits issuance review. Finding 2: Sufficient documentation to indicate students who are eligible for extended benefits as a result of a household member directly certified was not being maintained as required in the SFA’s written agreement to administer the School Nutrition Programs (SNP). The School Food Authority’s (SFA)’s benefit issuance software no longer generates an Extended Benefit Log report; therefore, manually completing an Extended Benefits Log and/or manual notes made in the individual student records are documentation methods that should be utilized. The Extended Benefits Log report form was sent to the Director of School Nutrition. The benefit issuance specialist was provided technical assistance onsite.
<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 Finding Detail: On one (1) application selected in the verification pool, the verification specialist did not include the overtime on the pay stubs submitted by the household. Reoccurring overtime must be included in the gross amount.
<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: On the day of review at breakfast, one (1) student in a classroom, passed a teacher’s helper checking the roster at the Point of Service without the minimum one-half (1/2) cup of fruit on their tray. One (1) breakfast meal was disallowed resulting in a potential reclaim of \$2.09. The Reviewer provided technical assistance on-site with the Classroom Teacher, Student Helper and Cafeteria Manager prior to disallowing the one (1) breakfast meal. Additional training is needed to avoid a potential significant reclaim of funds. On the day of review, February 28, 2018, a meal was prepared for a student who eats breakfast and lunch in the classroom. The meals were claimed as reimbursable at the Point of Service prior to the student receiving the food. Strengthen the accountability for meals served in the classroom by requiring school staff to mark off a roster at the time the student is served the reimbursable breakfast and lunch meal.

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
Finding Detail: Several frozen food items stored in the freezer, including frozen chicken patties, were removed from their original boxes and not labeled or dated.	
<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: Benefits were not being pro-rated correctly for three (3) of thirty-two (32) dual employees working in School Nutrition Services and Transportation for the months of October 2017 through February 2018. The errors were made during the set-up of employee job codes. The Finance Office corrected the errors immediately and provided documentation to show the required funds were reimbursed to the appropriate Programs on February 28, 2018. Finding 2: The interest for SY 2017-18 has not been deposited into the nonprofit School Nutrition account. The district consolidated bank accounts during a recent bank merger in order to maximize. Rockingham County Schools has written cash management procedures; however, these procedures do not reflect current practices at New Vision School of Math, Science and Technology, Reidsville Middle and Dalton McMichael High. Petty cash is not being counted prior to each meal service as required by the School Food Authority’s (SFA’s) written procedures. Petty cash is not being placed in the cash drawer for use during meal service to issue change. An acceptable receipting method is not being used each time money changes hands. The Rockingham County Schools current written cash management procedures do not reference the requirement that the Manager and cashier are required to count and verify the cash drawer each morning, record the petty cash amount, initial and have the Manager initial before beginning the breakfast service.</p>	

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