



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: Union Preparatory Academy

SFA Agreement Number: 90C

Date of Administrative Review (Entrance Conference Date): May 21, 2018

Date review results were provided to the SFA: May 23, 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: During the review of the free and reduced applications, there was a missing. As a result, the Reviewer was unable to confirm the correct benefit status for the student on the household application. 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: The benefit issuance error was corrected immediately and the Point of Sale (POS) system was updated to reflect the student’s correct eligibility status. The household was notified in writing and provided a ten (10) day notice of reduction in benefits due to the error. Finding 2: During the review of the directly certified students, there was one (1) student erroneously classified as directly certified that should have been listed with a paid status. The one (1) student was incorrectly listed as DC on the master roster and in the Point of Sale system. 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: The benefit issuance error was corrected immediately and the Point of Sale (POS) system was updated to accurately reflect the student’s correct eligibility status. The household was notified in writing and provided a ten (10) day notice of reduction in benefits due to the error. The potential reclaim for benefit issuance errors for breakfast is \$36.25. The reclaim for meal benefit issuance errors for lunch is \$137.24.
<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: During the review of the verification documentation, there was one (1) household application verified by the SFA with a free benefit status that was changed to reduced benefits. The income support documentation for the verification process was not available; therefore, the reviewer was unable to validate the SFA’s verification results. Verification 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.”
<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 type="checkbox"/>	<input type="checkbox"/>	

<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 and Temperature Control for Safety Foods (TCS) such as the entrée sandwiches (i.e., Cheese Sandwiches and Turkey Ham Sandwiches) were not documented in Sections 1 and 2 on the production record. The temperatures for all TCS foods must be monitored and recorded on the production record. Finding 2. The additional milk box used to store milk for the School Nutrition Program did not have an internal thermometer and temperatures were not being recorded as required in the SFA’s HACCP plan.		
<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
Finding Detail: Due to a set up error in the Point of Sale/Service computerized system, a minimal number of adults were allowed to charge meals totaling \$21.00 during the past school year and \$1.10 during the current school year. The School Food Authority’s (SFA’s) Meal Charging Policy/Procedure states: “No adults are permitted to charge meals or a la carte items.” Union Preparatory Academy has written School Nutrition cash management procedures in place; however, these procedures do not reflect current practices observed on the day of review. On the day of review, multiple employees cashiered under the same login which hinders the ability to identify the individual person responsible for collecting and handling cash during meal service. An individual user name and login is needed for each cashier should a discrepancy occur.		

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