



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 Collegiate

SFA Agreement Number: 91B

Date of Administrative Review (Entrance Conference Date): January 17, 2017

Date review results were provided to the SFA: January 20, 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
Finding Detail:		
<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 claim for December 2016 was inaccurately consolidated resulting in an under-claim of 62 breakfast meals. Incorrect information for the middle school was entered in the excel spreadsheet on December 2, 2016 resulting in an under claim of 62 breakfasts for the site.		
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: Canned food items were not labeled with the month and year. Some cases were labeled with the month and day. The year is to be included. Products removed from the original case should be labeled.</p> <p>Finding 2: Four sections of the HACCP plan for the 2016-2017 school year have not been completed. They are listed below: - HACCP Binder, Part 2, which includes the food safety team, etc., must be completed. HACCP Binder, Part 2 The non-domestic approval form should include all non-domestic products that have received prior approval by the School Nutrition Director to be accepted or rejected at the time of delivery. HACCP Binder, Part 3 The daily operations monitoring logs should be completed entirely. The sanitizing solution chemical range should be recorded on the Daily Kitchen Assessment monitoring log. HACCP Binder, Part 3 The cooling log should be completed and filed when cooling leftovers for re-service.</p> <p>Finding 3: Transported food temperatures are not being monitored and recorded prior to service to students. If the thermometer reading of a Temperature Controlled for Safety (TCS) food is in the “temperature danger zone” then the food should not be served to students until it is reheated to the proper temperature for 15 seconds, minimum. Temperature as a Public Health Control (TPHC) procedure is another option for ensuring the food safety of transported meals.</p> <p>Finding 4: Staff members are currently bringing food from home and preparing for their meals in the</p>		

cafeteria. Only food from approved purchasing sources should be prepared in the school kitchen for the purposes of the School Nutrition Program. This practice could unintentionally lead to contamination of the food served to students.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy – Review of the SFA’s established Local School Wellness Policy
<p>Finding Detail: Finding: A Local Wellness Policy (LWP) has not been developed and approved by the governing board. LWP requirements of the Healthy Hunger Free Kids Act (HHFKA) of 2010, outlined in USDA Policy Memo SP 42-2011, must be included in the policy. The policy must include the following areas: • Goals for nutrition promotion; • Nutrition guidelines for Smart Snacks; • Involvement of parents, students and public in the development, implementation, and review and update of the Local Wellness Policy; • A written plan to inform and update the public (including parents, students, and others in the community) about the content and implementation of Local Wellness policies and strategies to inform/engage the public; • The development of a process to periodically measure the extent to which schools are in compliance with the local wellness policy, the extent to which the local education agency’s local wellness policy compares to model local school wellness policies, and the progress made in attaining the goals of the local wellness policy, and make this assessment available to the public along with documentation detailing the process for strategies for assessing the effectiveness of the LWP; • The designation of one or more school officials who have oversight of all areas of coordinated school health to ensure Henderson Collegiate Charter School complies with the LWP; specific names and titles should be provided; • The provision of names and titles of all individuals involved in developing the LWP to include the individual or individuals designated as chairperson for the LWP.</p>		
<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:		