



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

WWW.NCPUBLICSCHOOLS.ORG

## 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: KIPP Durham**

**SFA Agreement Number: 32S**

**Date of Administrative Review (Entrance Conference Date): November 29, 2016**

**Date review results were provided to the SFA: December 1, 2016**

### 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

Lynn Harvey, Ed.D., RDN, LDN, FAND, SNS Chief | lynn.harvey@dpi.nc.gov

6324 Mail Service Center, Raleigh, North Carolina 27699-6324 | Phone (919) 807-3506 | Fax (919) 807-3516

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

REVIEW FINDINGS		
<b>A. Program Access and Reimbursement</b>		
<b>YES</b>	<b>NO</b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Certification and Benefit Issuance</b> – Validation of the SFA’s certification of students’ eligibility for free or reduced-price meals benefits
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Verification</b> – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meal benefits
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Meal Counting and Claiming</b> – 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>B. Meal Patterns and Nutritional Quality</b>		
<b>YES</b>	<b>NO</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Meal Components and Quantities</b> – Validation that meals claimed for reimbursement contain the required meal components and quantities
Finding Detail: The minimum daily requirements were met for the K-8 age/grade group; however, the components were not served in the planned portions sizes on November 29, 2016, the day of review. -Taco meat: Planned 4 oz. Served 3 oz., Tortilla chips: Planned 1.5 oz. Served 1 oz., Cheese: Planned 1 oz. Served 2 oz., Carrots and Fiesta Beans: Planned 4 oz. Served ~3-3.5 oz. The specification sheet, recipe, and production record do not match for tortilla chips. Specification sheet: 1.5 oz.=17 chips, Recipe: 1.5 oz.= 20-25 chips, Production Record: 2 oz.= 20-25 chips		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Offer versus Serve (OVS)(provision that allows students to decline some of the food components offered)</b> – Validation of the SFA’s compliance with OVS requirements, if applicable
Finding Detail:		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Dietary Specifications and Nutrient Analysis</b> – 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:		

<b>C. School Nutrition Environment</b>		
<b>YES</b>	<b>NO</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Food Safety</b> – 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: The Hazard Analysis Critical Control Point (HACCP) book was incomplete and missing the following sections: Vendor List, Hazard Communications, Operation Assessment, Cleaning Schedule, Monthly Food Safety/Pest Inspections, Employee Health Policies for KIPP Durham and Durham Public Schools Employees and Non-Domestic Product list. The documentation of food temperatures is inaccurate as listed below: -Food temperatures/time of preparation is not documented prior to leaving Durham Public Schools catering site at Shepard Middle School. -The food temperatures upon receipt recorded for several items at breakfast are not realistic. Examples include: Cinnamon Waffles 170F, Chocolate Chip French Toast 160F, Bagel Bar 160F, Milk 32F and Sherbet 38F. -There are patterns for the temperatures recorded at lunch. Common temperatures recorded include: 140F, 160F, 172F, and 182F. -Food is not holding temperature while onsite after being removed from the Cambro transport containers. The onsite warming cabinet recorded temperatures ranged from 75F-82F which is not warm enough to hold hot food at 135F or higher. Technical assistance was provided on the use of the new warming cabinet.		

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Local School Wellness Policy</b> – Review of the SFA’s established Local School Wellness Policy
Finding Detail: The current version of the Local Wellness Policy does not include the method for conducting an implementation assessment including the timeline, person(s) responsible, and how the results of the assessment will be disseminated to the public.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Competitive Foods</b> – 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"/>	<b>Professional Standards</b> – Validation of the SFA’s compliance with required hiring standards and annual training requirements
Finding Detail:		

<b>D. Civil Rights</b>		
<b>YES</b>	<b>NO</b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Civil Rights</b> – Validation of the SFA’s compliance with civil rights requirements as applicable to the School Nutrition Programs
Finding Detail:		

<b>E. Resource Management</b>		
<b>YES</b>	<b>NO</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Resource Management</b> – Validation of the SFA’s compliance with overall financial health of the School Nutrition Program
Finding Detail: The revenues of School Nutrition funds from Adult Meal Sales were not deposited by the last business day of the month for October and November, 2016 as required. The written cash management procedure does not reference that deposits must be made when cash equals or exceeds two hundred and fifty dollars (\$250).		

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