



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: Charlotte Learning Academy

SFA Agreement Number: 60V

Date of Administrative Review (Entrance Conference Date): February 13, 2017

Date review results were provided to the SFA: February 16, 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

SAFE AND HEALTHY SCHOOLS SUPPORT 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: Four (4) students were approved for free meal benefits but no household income or other records were on file to document how the eligibility status was determined. Three (3) household applications were incorrectly classified for meal benefits. The first 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. The second application was denied for meal benefits in error; upon review of the application, it was changed to reduced-price status. The third application was deemed eligible for free meal benefits but was listed as denied for meal benefits on the master roster.</p> <p>One (1) household application was incomplete as it was missing the signature as required of the Head of Household. The application was erroneously classified for free meal benefits; upon review of the application the meal status was changed from free meal eligibility to denied status.</p> <p>The copies of Eligibility Status letters were not maintained on file by the School Food Authority (SFA) as required by Federal guidance.</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: The following Verification issues were noted in the 2016-2017 school year verification process: The School Food Authority (SFA) did not maintain copies of the Notification of Selection of Eligibility letters notifying two (2) of the three (3) families their application had been selected for verification; The notification selection letter did not contain the correct non-discrimination statement and the use of information statement as approved for use by NCDPI; Two (2) of the three (3) applications selected for verification were not processed with the correct eligibility status; One (1) application selected did not receive a second notice to adequately respond to the request for verification; The SFA did not maintain records of the source of information used to verify the application such as the names and title of collateral contacts; and The SFA did not maintain copies of the Letter of Verification Results sent to families once documentation was reviewed.</p>		
<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
<p>Finding Detail:</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 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: Documentation (monitoring) of the Hand Sink and the Sanitizer Spray on the Kitchen Assessment had not been completed as required per the North Carolina HACCP Plan. In the kitchen area, the original hand sink had been removed and the staff was washing their hands in a three-compartment sink. This practice is unacceptable.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy – Review of the SFA’s established Local School Wellness Policy
Finding Detail: In reviewing Charlotte Learning Academy’s Local Wellness Policy (LWP), the following issues were noted: A formal assessment of the LWP is not being conducted; and the school has failed to comply with the requirement to periodically measure and make available to the public an assessment on the implementation of the LWP.		
<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:		