



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: Chatham County Schools

SFA Agreement Number: 190

Date of Administrative Review (Entrance Conference Date): November 13, 2018

Date review results were provided to the SFA: November 16, 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 AND DISTRICT OPERATIONS DIVISION

Lynn Harvey, *Ed.D., RDN, LDN, FAND, SNS, Director* | lynn.harvey@dpi.nc.gov
6324 Mail Service Center, Raleigh, North Carolina 27699-6324 | Phone (919) 807-3506

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 |
| <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 checked="" type="checkbox"/> | <input type="checkbox"/> | Meal Components and Quantities – Validation that meals claimed for reimbursement contain the required meal components and quantities |
| Finding Detail: At the reviewed schools, when leftovers are discarded or items were returned to stock, they are recorded as dashes indicating zero leftovers on the production records for breakfast and lunch. On the documentation it appears that there was not enough food at the end of meal service for the last student to have a choice of each item or component due to the leftovers not being recorded. The School Nutrition staff meals were not recorded in column fifteen (15) on the production record. | | |
| <input checked="" type="checkbox"/> | <input 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: At the reviewed schools, the current practice of allowing students to select one (1) cup of juice and one (1) cup of fruit as a part of a reimbursable meal at breakfast is contradictory to the printed signage. Fruit and juice are served in one-half (1/2) cup servings. The current signage allows student to select one (1) to two (2) fruits. To be consistent with the current practice, the signage must allow student to select one (1) to four (4) fruits and must limit juice to two (2) cartons. | | |
| <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 <u>Buy American</u> provisions specified by the regulations |
| Finding Detail: On the day of review, the following Food Safety/ Hazard Analysis and Critical Control Points (HACCP) principles violations were observed at the Central Warehouse: The reviewer observed several whole Butterball turkeys belonging to the maintenance department staff improperly stored on the freezer floor. The reviewer was told the School Nutrition Administrator was unaware they were stored in the School Nutrition freezer. As specified in the North Carolina HACCP Plan, all food products/cases must be stored at least six (6) inches off the floor. Maintenance staff corrected this food safety violation by removing the whole turkeys from the freezer. No further corrective action is required. The reviewer observed several cases of purchased food products that were not labeled or date marked to indicate the receipt date. To ensure an accurate inventory management system is implemented, properly label and date all food products including cases of French fries and fish patties. Technical assistance was provided and staff corrected this food safety violation by date marking cases | | |

identified by the reviewer. No further corrective action is required. The reviewer observed ice accumulation around the door frame of the locked and unused side door in the walk-in freezer, possibly due to faulty door gaskets and/ or faulty heater strip around the door frame. The Daily Kitchen Assessment monitoring forms were incorrectly recorded the wash temperature in a three-compartment sink at 80 F. Per the North Carolina Food code, the minimum temperature of the wash sink must be 110 F. Finding 1: The HACCP Protocol for the 2018-19 school years is incomplete at Siler City Elementary School. The missing sections include the following: Hazard Communications, Monitoring and Record Keeping Summary, As Needed Monitoring Form Finding 2: Daily Kitchen Assessment Form - Monitoring of the Dish Sink Wash and Sanitizing Set-up column on the Kitchen Assessment Form had not been completed as required per the North Carolina HACCP Plan. Finding 3: The manager and staff were following the proper cooling procedures for TCS foods when cooling process started; however, some of the TCS foods were not rapidly cooled before leaving work. The “start time temperatures” for TCS foods were correctly recorded on the cooling logs; however, the “end time temperatures” were incorrectly recorded at 130-145 F. Discard any food that has not reached 70 degrees within two (2) hours after cooling has started OR has not reached 41 degrees within 4 hours after cooling has started.

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|--------------------------|-------------------------------------|--|
| <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: Bank service charges were reimbursed for July 2017 through April 2018. The charges for May 2018 is due in the amount of \$339.63 and June 2018 in the amount of \$423.34. The total of bank service charges due to be refunded to the non-profit School Nutrition account from local funds for the 2017-2018 school year is \$762.97. Finding 2: The Workers Compensation Insurance premium was calculated using incorrect labor totals for the 2017-2018 school year resulting in an overcharge of \$773.84. Chatham County Schools has written Cash Management procedures in place; however, these procedures do not reflect current practices. The following errors were noted during the review. Sites are not closing out in the Meals Plus Point of Sale program at the end of each day. Leaving the Point of Sale program open puts at risk the checks and balances needed to ensure the integrity of the meal count and the integrity of the daily financial reports. The current process of leaving the Point of Sale program open in order to justify the bank deposit ticket with the Point of Sale deposit report in the event the deposit has been mis-counted and requires correction at the bank, is unacceptable. The Point of Sale collection reports, edit check, and participation reports must be run and the day closed out prior</p> | | |

to the bank deposit being taken to the bank. Errors in the bank deposit must be corrected by the Central Office bookkeeper. Currently, the bookkeeper is re-opening the day in question for the manager to make corrections. Finding: There are numerous inaccuracies on the bank deposit slips at Chatham Middle School. Examples of the errors are as follows: Incorrect completion of deposit slips, Missing dates on deposit slips, Deposit Slips do not match validations. Additionally, the end of the day procedures regarding closing of the Meal Plus System are not followed by the manager at Chatham Middle School. On the day of review, November 14, 2018, four days (November 1, November 2, November 9, and November 13) had not been closed. The Start-up Cash was deposited with the daily bank. Deposit - The Cash Handling and Register Log-In policies and procedures were not followed. According to the district's Cash Handling Procedures, "the deposit must be completed at the local bank on each day of meal service by the School Nutrition manager or designee, regardless of the amount of the deposit. In the event of a deposit discrepancy while still at school, the manager must have a School Nutrition employee re-count the money with them and complete a new deposit slip before leaving for the bank. In the event of a deposit discrepancy after arriving at the bank, the manager must correct the deposit slip and initial the documentation while at the bank."

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