



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: Warren County Schools

SFA Agreement Number: 930

Date of Administrative Review (Entrance Conference Date): October 29, 2018

Date review results were provided to the SFA: November 2, 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

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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
<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
<p>Finding Detail: The determination of a reimbursable meal must occur at the Point of Sale (POS). While the reviewers were able to identify the meals as reimbursable at the serving counter and in the classroom at the school, the cashier could not identify the meals as reimbursable since the hinged trays were closed when the Pre-K students approached the register and the milk was distributed in the classroom by the teacher.</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 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
<p>Finding Detail: Many school staff assisting students with selection of meals did not allow students to decline the milk component. In addition, the school staff gave students a choice between a fruit and a vegetable instead of allowing students to select all fruits and vegetables, if desired, as allowed by signage.</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
<p>Finding Detail: Leftovers were frozen at the school to be used the next time the items were on the menu. Leftovers must be utilized within three (3) days of the initial meal service. Finding 2: The latch on the cooler door at the school is broken and can be opened even when a padlock is installed on the handle. This is a food security concern and a safety concern for the employees. The handle must be repaired or replaced immediately. The light in the freezer at the school is very dim. This is a safety concern for employees. The light must be repaired or replaced.</p>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy – Review of the SFA’s established Local School Wellness Policy
<p>Finding Detail:</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 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: The School Food Authority (SFA) was overcharged indirect cost in the 2017-2018 school year. The Local Education Agency (LEA) charged the SFA \$190,000 however; the SFA could only be charged \$112,931.08 per the annual FC1-A form submitted for the 2017-2018 school year. This resulted in an overcharge of \$77,068.92. Finding 1: The School Food Authority (SFA) was overcharged indirect cost in the 2017-2018 school year. The Local Education Agency (LEA) charged the SFA \$190,000 however; the SFA could only be charged \$112,931.08 per the annual FC1-A form submitted for the 2017-2018 school year. This resulted in an overcharge of \$77,068.92. Finding 2: The Worker’s Compensation insurance expense for the 2017-2018 school year was reviewed and found to be overcharged by \$3,394.86. Finding 3: The SFA has no written procedure to describe how cash transactions are adjusted or voided after cash reconciliation. Finding 4: The required FC1-A reports are not being submitted by the due dates. The FC1-A reports are required quarterly, semi-annually and annually in each school year. The submission of these reports on or before the due dates are required to monitor the financial stability of the School Nutrition Program and for state-wide and legislative reporting. On the day of review (October 30, 2018), there was not a second party review of the money consolidated for the deposit. Strengthen the procedures for the consolidation of the cashier’s money at the end of the day to ensure it is accurately counted and verified by two (2) people, including the deposit.</p>		

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