



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: Washington County Schools

SFA Agreement Number: 940

Date of Administrative Review (Entrance Conference Date): February 25, 2019

Date review results were provided to the SFA: March 1, 2019

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
Finding Detail: During breakfast, the person marking the roster was at the beginning of the service line instead of the end of the line once the students receive a reimbursable breakfast. Students do not provide a token of exchange (PIN number or their name) to the person marking the rosters.		

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: Grains offered with the salads and the yogurt trio are insufficient to meet the weekly minimum of eight (8) ounce equivalency for the K-8 meal pattern. Field trips and early release days were planned in January 2019 and February 2019 for students at Washington County Early College High School. The fruit component in the bagged lunch was insufficient by one-half (1/2) cup since students are required to have one (1) cup to meet the daily minimum requirements in Grades 9-12. The following dates had insufficient fruit offering for the Washington County Early College High School: January 10, 2019 – thirty-seven (37) lunches; February 13, 2019 – Thirty-eight (38) lunches; and February 15, 2019 – forty-two (42) lunches. This is a reclaim of thirty-seven (37) lunches for insufficient fruit; the total amount of the potential reclaim for January 2019 at lunch is \$125.43. There is a reclaim of eighty (80) lunches for insufficient fruit; the total amount of the potential reclaim for February 2019 is \$271.20.		
<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: Offer vs Serve is not properly implemented for the In-School Suspension (ISS) students at the high school. Menu items are being selected by a teacher when students must be allowed to select their menu items based on the Annual Agreement with the State Agency for breakfast and lunch.		
<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
Finding Detail: The North Carolina Department of Public Instruction (NCDPI), Hazard Analysis Critical Control Point (HACCP) Plan is located in the School Nutrition Manager's office; however, several pages need to be completed, including, but not limited to the Annual Assessment, Preventive Maintenance Schedule (from central office), Cleaning Schedule template for all schools (from central office), Monitoring and Record-keeping information, and implementation of the Cooling Log when		

saving hot leftovers.		
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	Professional Standards – Validation of the SFA’s compliance with required hiring standards and annual training requirements
Finding Detail: The documentation of Professional Standards requirements is not consolidated by employee and does not meet record keeping requirements by completing a tracking tool with the required fields. A detailed level of documentation is required to demonstrate compliance with Professional Standards training requirements.		

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
Finding Detail: The School Food Authority (SFA) is not complying with their current procedures to bill the Title 1 program for Pre-K catered snacks each month. As of the exit conference, March 1, 2019, no Pre-K catered snacks had been billed in the 2018-2019 school year.		

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