



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: Sallie B. Howard School

SFA Agreement Number: 98A

Date of Administrative Review (Entrance Conference Date): October 15, 2018

Date review results were provided to the SFA: October 17, 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 membership at Sallie B Howard School is reported as 1,476 students and attendance is listed as an average of 970 students on the Point of Sale AccuClaim Edit Check report for September 2018. Student membership entered in the September 2018 claim for reimbursement filed in the School Nutrition Technology System is stated as 1,032, not the 1,476 entered in the AccuClaim Edit Check Report. The Point of Sale computer program has students listed as currently attending Sallie B. Howard School who are no longer enrolled. Finding 2: On the day of review, daily attendance had not yet been provided to School Nutrition from the Power School Official for the previous school day. The School's procedure for providing the day's attendance to School Nutrition by the Power School Official is not being followed. Edit Checks must be completed for all meals daily to ensure more meals are not claimed than the number of students in attendance.</p>		

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
<p>Finding Detail: Several of the breakfast and lunch standardized recipes reviewed have one or more errors including: Incorrect meal component crediting, Incorrect ingredient quantities as in cases rather than weight or volume measurements, and Missing some of the Critical Control Points (CCPs).</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
<p>Finding Detail: The Monitoring of the Dish Sink Wash & Sanitizing Set-up column on the Kitchen Assessment Form had not been completed as required per the North Carolina HACCP Plan. Finding 2: The reviewer observed containers of bleach stored on the floor in the storeroom. As specified in the NC Food Code, containers of bleach must be stored at least 6 inches off the floor. Finding 3: The temperature recorded in the dry storage room was 79° F. Further review of the temperature monitoring log for the month of September and October confirmed that the dry storage room temperature was often out of acceptable range of 50-70° F.</p>		
<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: Finding: A review of the Trial Balance Report, the Transaction History Report, and the Financial Report for Non-LEA’s indicated one food invoice in 2017-2018 was charged to Non-Capitalized Equipment instead of Food and Supplies in the amount of \$8,848.00. Additionally, adult a la carte revenues are reported in the Student Meal Sales revenue category on the Financial Report for Non-LEA’s in the amount of \$52,542.09 and should be moved to the supplemental sales line item. The bottom line for Revenue and Expenses of the June 30, 2018 Financial Report for Non-LEA’s stays the same with the requested changes; only the requested line items will be corrected. Finding: Multiple cash management issues were noted on the day of review to include: Only the Manager and Assistant Manager counted drawers prior to operation. Two additional cashiers did not count cash drawers prior to operation. The reviewer observed multiple persons operating cash drawers during meal service. Cashiers left their stations without securing cash. Cash drawers were not closed out and the cash receipts counted between breakfast and lunch. Individual cash drawers were not closed out at the end of the day. Cash from the two drawers was consolidated and a total cash close out was performed at the end of the day. Actual cash was compared to the total in the computer- not a blind close. Sales were adjusted to equal the amount of cash overage for the day.</p>		

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