



# 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: Forsyth County Schools**

**SFA Agreement Number: 340**

**Date of Administrative Review (Entrance Conference Date): March 11, 2019**

**Date review results were provided to the SFA: March 15, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Certification and Benefit Issuance</b> – Validation of the SFA’s certification of students’ eligibility for free or reduced-price meals benefits
<p>Finding Detail: Finding: One (1) household application with two (2) students was incorrectly classified for meal benefits. The 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 denied meal status. A potential reclaim for eligibility certification and benefit issuance errors for breakfast meals served will be assessed in the amount of \$27.45. A potential reclaim for eligibility certification and benefit issuance errors for lunch meals served will be assessed in the amount of \$120.00. NOTE: Since these amounts are below the Federal threshold for the School Breakfast Program and National School Lunch Program, these amounts will not be reclaimed.</p>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Verification</b> – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meal benefits
<p>Finding Detail: Two (2) applications with three (3) students pulled for verification were not updated in the eligibility system. The notification letters were sent to the families; however, the eligibility system was not updated.</p>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Meal Counting and Claiming</b> – 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Meal Components and Quantities</b> – Validation that meals claimed for reimbursement contain the required meal components and quantities
<p>Finding Detail: During the month of review (February 2019) and the week of review, lunch menu planning for serving line number three (3) limited students access to select one-half (½) cup of the required legume vegetable subgroup as only one (1) serving of legumes was offered each week; three (3) vegetable choices were available daily, however, students could only pick two (2) of the vegetables.</p>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Offer versus Serve (OVS)(provision that allows students to decline some of the food components offered)</b> – Validation of the SFA’s compliance with OVS requirements, if applicable
<p>Finding Detail: During the lunch meal service on the day of review (March 12, 2019), two (2) cashiers were not properly implementing Offer versus Serve. The reviewer observed two (2) cashier telling students to go back and chose a fourth item, even when they already had a reimbursable meal on their tray with the minimum of one-half (1/2) cup of fruit or vegetable. No incomplete meals were observed.</p>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Dietary Specifications and Nutrient Analysis</b> – 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"/>	<b>Food Safety</b> – 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: There was no Time as a Public Health Control (TPHC) procedure for the foods being transported and served to areas outside the dining room including, but not limited to, the Pre-Kindergarten classes. Time as a Public Health Control (TPHC) Procedures are not being followed as</p>		

written for breakfast in the classroom for labeling/discard. Each day for the month of February at the school, at least one (1) cold food item had a temperature recorded in the 'once cooked/prepared temperature' column above forty-one (41) degrees on the production records. The temperatures range from forty-two (42) to sixty-five (65) degrees were noted on the production records.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Local School Wellness Policy</b> – Review of the SFA’s established Local School Wellness Policy
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Finding Detail:

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Competitive Foods</b> – Validation of the SFA’s compliance with regulations for all food and beverages to students outside of the reimbursable meal
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Finding Detail:

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Professional Standards</b> – Validation of the SFA’s compliance with required hiring standards and annual training requirements
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Finding Detail:

**D. Civil Rights**

<b>YES</b>	<b>NO</b>	
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<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Civil Rights</b> – Validation of the SFA’s compliance with civil rights requirements as applicable to the School Nutrition Programs
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Finding Detail:

**E. Resource Management**

<b>YES</b>	<b>NO</b>	
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Resource Management</b> – Validation of the SFA’s compliance with overall financial health of the School Nutrition Program
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Finding Detail: Finding 1: The Local Education Agency (LEA) did not properly prorate the hospitalization benefits for School Nutrition dual employees in the 2017-2018 school year and 2018-2019 school year. As a result of this error, the School Nutrition Program’s non-profit account was overcharged for employee benefits. The amount owed to the Forsyth County Schools Nutrition Program is \$7,416.40 in the 2017-2018 school year and \$570.85 in the 2018-2019 school year. On May 9, 2019 a direct pay request was submitted to the LEA to refund the Forsyth County Schools Nutrition Program. Finding 2: Facility expenses cannot be purchased by the School Nutrition Program using School Nutrition funds. These items must be purchased from the indirect cost funds that that Local Education Agency (LEA) received each school year or local funds. In the 2017-2018 school year, the School Nutrition Program paid \$11,338.70 for ceiling cleaning and ceiling tile replacement at three (3) schools. The School Nutrition Manager at the school did not follow the current written procedure and sign and verify the required cash handling documents for the month of review (February 2019). Safeguarding federal funds is vital to the financial integrity of the School Nutrition Program. During the review of Cash Management, the following issues were noted at the school: Multiple cashiers were using the same Point of Sale (POS) register; Not all funds were immediately placed within the cash drawers upon receipt; and The School Nutrition Manager was consistently cashier during the breakfast service. Safeguarding federal funds is vital to the financial integrity of the School Nutrition Program.

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