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: Edenton Chowan Schools

SFA Agreement Number: 210

Date of Administrative Review (Entrance Conference Date): December 13, 2021

Date review results were provided to the SFA: December 15, 2021

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
# REVIEW FINDINGS

A. Program Access and Reimbursement

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**Certification and Benefit Issuance** – Validation of the SFA’s certification of students’ eligibility for free or reduced-price meals benefits

**Finding Detail:**

- **Verification** – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meal benefits

**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:** In the review of meal counts for the month of review (November 2021) at D. F. Walker Elementary, the SFA over-claimed forty-nine (49) reimbursable breakfast meals and under-claimed forty-nine (49) reimbursable lunch meals.

B. Meal Patterns and Nutritional Quality

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**Meal Components and Quantities** – Validation that meals claimed for reimbursement contain the required meal components and quantities

**Finding Detail:** In review of production records for D. F. Walker School, recording errors were noted in section one (1) for recording of holding temperatures. Proper recording of these temperatures is vital to ensure students receive safe meals. Recording errors were also noted in the amount available and served calculations of the D F Walker School production records. It is difficult to determine if each student received the required ½ cup of fruit at breakfast as required by the School Breakfast Program meal pattern requirements due to no onsite visits.

**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:** In review of production records from Chowan Middle School, it appears that the calculations indicate that every student receiving a reimbursable meal at breakfast is given two (2) servings of fruit. Offer Versus Serve provision is not being properly implemented.

**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 trans fat

**Finding Detail:**

C. School Nutrition Environment

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**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:**

**Local School Wellness Policy** – Review of the SFA’s established Local School Wellness Policy

**Finding Detail:**

**Competitive Foods** – Validation of the SFA’s compliance with regulations for all food and beverages to students outside of the reimbursable meal

**Finding Detail:**
<table>
<thead>
<tr>
<th>Professional Standards</th>
<th>Validation of the SFA’s compliance with required hiring standards and annual training requirements</th>
<th>Finding Detail:</th>
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<tbody>
<tr>
<td><strong>D. Civil Rights</strong></td>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
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<td><strong>E. Resource Management</strong></td>
<td><strong>YES</strong></td>
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<td><strong>Other – After School Snack Program</strong></td>
<td><strong>YES</strong></td>
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