



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Maurice "Mo" Green, 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: Halifax County Schools

SFA Agreement Number: 420

Date of Administrative Review (Entrance Conference Date): January 27, 2025

Date review results were provided to the SFA: April 3, 2025

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

OFFICE OF SCHOOL NUTRITION AND AUXILIARY SERVICES

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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
Finding Detail:		
<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
Finding Detail:		
<input type="checkbox"/>	<input checked="" 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:		
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 1: Enfield Middle School - Production records for eight (8) of fifteen (15) operating days for the month of December 2024, did not accurately document the quantity made available for students for any food offered as part of the reimbursable meal at lunch. Below are the dates for which there was no documentation for the quantity of food made available as part of the reimbursable meal. • December 4, 2024 – one hundred fifty-two (152) lunch meals • December 6, 2024- one hundred thirty-five (135) lunch meals • December 12, 2024- one hundred fifty-three (153) lunch meals • December 13, 2024 - one hundred forty-four (144) lunch meals • December 16, 2024 - one hundred sixty-five (165) lunch meals • December 17, 2024 - one hundred fifty-five (155) lunch meals • December 19, 2024 - one hundred fifty (150) lunch meals • December 20, 2024 - one hundred forty (140) lunch meals It is imperative that production records are completed in a timely and accurate manner with each meal service. The production record serves as the basis for the claim of Federal funds. The absence of completed production records calls into question the accuracy and validity of the claim for reimbursement of meals, since the meals are not sufficiently documented.</p> <p>There will be a reclaim for production record errors at lunch for one thousand one hundred ninety-four (1194) meals; the amount of the reclaim for December 2024 at lunch is \$5,420.76.</p> <p>Finding Detail 2: Northwest Halifax High School - Production records supported reimbursable meals; however, they were not completed appropriately. The quantity available column reflected the same information entered in the planning column. The actual amount of prepared menu items must be documented in the quantity available column.</p> <p>Finding Detail 3: Northwest Halifax High School - Production records for four (3) of fifteen (15) operating days for the month of December 2024, did not accurately document the number of fruits and vegetables for students as part of the reimbursable meal at lunch. They are listed below for which the minimum daily requirement was not offered, resulting in insufficient quantities of a meal component. • December 17, 2024 – insufficient fruit and insufficient vegetable • December 18, 2024 – insufficient fruit and insufficient vegetable • December 19, 2024 – insufficient fruit and insufficient vegetable.</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
Finding Detail:		
<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
<p>Finding Detail 1: No written Hazard Analysis Critical Control Point (HACCP) Plan was available to review for the central warehouse. Monitoring logs were completed daily for the dry storage area and two (2) freezer units.</p> <p>Finding Detail 2: Northwest Halifax High School - Daily Cooling Logs for Hot Time/Temperature Control for Safety (TCS) Foods are not being implemented at Northwest Halifax High School. Time and Temperature must be recorded when the cooling process begins and ends. If the temperature cannot be monitored for a full two (2) hours, any food that has not reached 70°F by the time staff leaves must be discarded.</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 1: As of January 28, 2025, the School Nutrition Program has not received a refund of the Sales and Use tax for the 2022-2023 and 2023-2024 school years. The Sales and Use tax revenue should be credited to account 5-3250-035-000 when received by the Public School Unit (PSU).</p> <p>Finding Detail 2: Northwest Halifax High School - On December 12, 2024, meals totaling \$178.00 were keyed into the point of Sale under Teacher Accounts for a holiday meal. Money was not collected, causing the cash drawer to be short on the Daily Reconciliation Report. Funds were to be paid from the school fund at Northwest Halifax High School, however charges were discovered to be outstanding.</p>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other – Procurement
<p>Finding Detail 1: Halifax County School's micro purchase threshold is inconsistently reported in the Procurement Plan.</p> <p>Finding Detail 2: There were no written procedures for obtaining quotes from vendors on items purchased under the School Food Authority's small purchase threshold. Written procedures are required to ensure consistency with free and open competition among all vendors.</p>		