



# 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: Alamance-Burlington Schools**

**SFA Agreement Number: 010**

**Date of Administrative Review (Entrance Conference Date): February 10, 2025**

**Date review results were provided to the SFA: March 28, 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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<b>REVIEW FINDINGS</b>		
<b>A. Program Access and Reimbursement</b>		
<b>YES</b>	<b>NO</b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Certification and Benefit Issuance</b> – 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"/>	<b>Verification</b> – 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"/>	<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
Finding Detail:		
<b>B. Meal Patterns and Nutritional Quality</b>		
<b>YES</b>	<b>NO</b>	
<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
Finding Detail: Production records during the month of review (January 2025) indicated multiple days with zero (0) in the leftover column for vegetables, fruits and meat/meat alternate and grain components. On January 27, 2025, the production record indicated a substitution was made for potatoes (Starchy vegetable subgroup) with a Dark Green and a Red/Orange vegetable. On January 28, 2025, the production record indicated a substitution for green beans (Other vegetable subgroup) was made with a Dark Green vegetable. On the day of review, February 12, 2025, raisins were substituted for the planned mixed fruit. This potentially leads to the question were all K-8 Meal Pattern components, including the vegetable subgroups, available to all students.		
<input type="checkbox"/>	<input checked="" 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
Finding Detail:		
<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
Finding Detail:		
<b>C. School Nutrition Environment</b>		
<b>YES</b>	<b>NO</b>	
<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
Finding Detail: The HACCP manual was incomplete. The missing information includes Part three (3) monthly/weekly food safety inspections, including the monthly pest control monitoring form. The sections must be accurately completed as the HACCP manual is the guide to be used by schools to ensure monitoring is implemented and standards outlined in Part 1: Prerequisite Programs and Safe Food Handling Procedures are met.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Local School Wellness Policy</b> – Review of the SFA’s established Local School Wellness Policy
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
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
Finding Detail:		

<b>D. Civil Rights</b>		
<b>YES</b>	<b>NO</b>	
<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
Finding Detail:		

<b>E. Resource Management</b>		
<b>YES</b>	<b>NO</b>	
<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
Finding Detail: As of February 14, 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).		

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Other – On-site Monitoring</b>
Finding Detail: According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), every school year, prior to February 1, each School Food Authority (SFA) with more than one (1) school must perform no less than one (1) on-site review of the meal counting and claiming system and readily observable general areas of review identified under 7 CFR 210.8(h) in each school operating the National School Lunch Program (NSLP) and 50% of schools operating the School Breakfast Program (SBP) under its jurisdiction. The SFA completed the on-site monitoring review for breakfast service at twenty (20) out of the thirty-six (36) sites prior to February 1, 2025. Observation of the 2023-2024 and 2024-2025 school year on-site monitoring breakfast reviews was not conducted at five (5) school sites (AB Middle School, B Everett Jordan Elementary School, Grove Park Elementary School, Pleasant Grove Elementary School, and Woodlawn Middle School).		

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Other – Warehouse Management</b>
Finding Detail: The School Food Authority was not adhering to their warehouse food safety plan. Frozen, refrigerated and dry food stored in the central warehouse and freezer were not dated with a received date, hindering the effectiveness of the inventory management system. In addition, the Storage Room Assessment was not completed for the two (2) locations where dry foods are stored.		