



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: Camden County Schools

SFA Agreement Number: 150

Date of Administrative Review (Entrance Conference Date): January 28, 2025

Date review results were provided to the SFA: March 7, 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: On the day of review, Tater Tots were served using a one half (1/2) cup scoop, which yielded seven to eight (7-8) tots. Initially, there was no recipe available to confirm the correct serving size. Once the recipe was obtained, it indicated that the portion size for the Tater Tots should be measured by weight, three ounces (3 oz) or approximately ten (10) tots to credit a one half (1/2) cup serving of vegetable. This discrepancy led to a potential shortfall in the Fruit/Vegetable serving at breakfast.</p> <p>Finding Detail 2: On the day of review, French Fries were served using a one half (1/2) cup scoop. The reviewer yield tested this item and found that the French Fries served weighed two ounces (2 oz). Initially, there was no recipe available to confirm the correct serving size. Once the recipe was obtained, it indicated that the portion size for the French Fries should be measured by weight three ounces (3 oz) to credit one half (1/2) cup of vegetables. This discrepancy led to a potential shortfall in the vegetable serving at lunch.</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: The HACCP manual was incomplete. The missing information includes Part three (3) monthly/weekly inspections, monthly pest control monitoring form, employee illness and compliant form, and Part five (5) recipes. The sections must be accurately completed as the HACCP manual is the guide to be used by schools to ensure monitoring is being implemented and helps to determine if the standards outlined in Part 1: Prerequisite Programs and Safe Food Handling Procedures are being met as well as ensuring that all foods prepared and/or served in the School Nutrition programs reflect the precise production practices.</p>		

<p>Finding Detail 2: The monitoring logs for the school's two milk coolers were not available for January 2025. However, the log for December 2024 was provided to the reviewer. It is essential that both milk coolers are monitored daily, with temperatures recorded each day.</p> <p>Finding Detail 3: The North Carolina Hazard Analysis Critical Control Point (HACCP) Plan and the district's food safety procedures were not properly implemented. Cooling logs were not completed correctly for Time/Temperature Control for Safety (TCS) food items from the start of the 2024-2025 school year. Additionally, leftover temperatures were not recorded to document these items were cooled to safe temperatures.</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 type="checkbox"/>	<input checked="" type="checkbox"/>	Resource Management – Validation of the SFA's compliance with overall financial health of the School Nutrition Program
Finding Detail:		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other – Cash Management
<p>Finding Detail: The School Food Authority (SFA) has written cash management procedures; however, these procedures were not being followed on the day of review and need additional detail to reflect best practices for safeguarding federal funds. On the day of review, money was left unattended in the manager's office. Additionally, there is no system in place for written confirmation of money counted before the meal service. Finally, all money must be counted by two people in each other's presence. Safeguarding federal funds is vital to the financial integrity of the School Nutrition program and critical to the safety of School Nutrition staff.</p>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other – Warehouse Management
<p>Finding Detail: Frozen food stored in the central warehouse freezer was not being utilized in a timely manner, hindering the effectiveness of the inventory management system.</p>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other – Cafeteria Food Storage Management
<p>Finding Detail: Leftovers were frozen and planned to be used the next time the items were on the menu. These leftovers must be utilized within three (3) days of the initial meal service.</p>		