



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: Wilson Preparatory Academy

SFA Agreement Number: 98B

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

Date review results were provided to the SFA: May 5, 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 checked="" type="checkbox"/>	<input 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: The January 2025 lunch meal counts were incorrectly entered into the School Nutrition Technology System for the January 2025 reimbursement claim. A typographical error resulted in 4,473 free lunch meals being recorded, whereas the actual number of free lunch meals served was 4,433.		

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: The production records for the review week indicated that the number of grains offered was the same as the number of reimbursable meals claimed for some of the days reviewed. Two of the three grain choices were one (1) ounce equivalency grains. If students are only allowed to select one grain choice and it is a one (1) ounce equivalency, then the weekly minimum would not be met for grains. The students coming through the line did not appear to know they could select two of the one (1) ounce equivalency grain.</p> <p>1/14/2025 - 293 entrees selected vs 292 reimbursable meals (2 OEG Cinnamon Roll- 108 ser; (1 OEG Cereal bar- 58 servings; 1OEG Graham crackers - 55 servings)</p> <p>1/15/2025 - 282 entrees selected vs 282 reimbursable meals</p> <p>1/17-2025 - 251 entrees selected vs 251 reimbursable meals</p> <p>Finding Detail 2: During the February 11, 2025, meal service, the elementary students were served less than the required one-half cup of green beans as part of the National School Lunch Program (NSLP) vegetable component requirements. The insufficiency occurred due to inaccurate portioning.</p> <p>Finding Detail 3: Some staff report that students are to select one vegetable of the two that are offered, the manager states students may select both. Orders are taken in the classroom, then numbers are sent to the kitchen. If students are only allowed to select one vegetable in 1/2 cup portion at the elementary school or 3/4 cup at the high school, this would lead to insufficient quantities.</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
Finding Detail: There was no pre-approved list of non-domestic food products available at the school site. All non-domestic agricultural products must receive prior approval from the School Nutrition Administrator before being used in the School Nutrition program. This process is essential to ensure		

that all non-domestic agricultural products are safe and appropriate for use with a vulnerable population.		
<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: Pricing for adult lunch meals is inadequate. FNS Instruction 782-5 Rev. 1 states for non-pricing programs, the adult charge should be at least the amount of reimbursement received for a free lunch plus the per-meal value of both entitlement and bonus commodities or for breakfasts, the rate established for free meals. Currently the Wilson Preparatory Academy charges \$3.75 for lunch and \$3.25 for breakfast. Based on the FNS Instruction 782-5 Rev 1, the appropriate meal charge for non-program adults for the 2024-2025 school year should be at least \$4.54 for lunch and \$2.84 for breakfast.</p>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other – Procurement
<p>Finding Detail 1: The School Food Authority (SFA) has not fully implemented the procurement plan regarding "Formal Procurement Procedures." Invitations for Bid (IFB) responses were submitted via email, which does not comply with the specified requirements for sealed bid submissions as outlined in the IFB. Furthermore, there is no documented record of the public bid opening, including a sign-in sheet or bid tally sheets for all formal bids. These records are mandated under Federal procurement policy.</p> <p>Finding Detail 2: The food distributor is in violation of the general terms and conditions outlined in the current food and supply bid contract. The bid was awarded based on a firm, fixed price; however, the distributor is charging a fluctuating commercial price, which is not in compliance with the bid requirements.</p> <p>Finding Detail 3: The documentation for the Invitation for Bid (IFB) for food items did not include a list of the foods to be purchased, their specifications, or estimated usage. As specified in the current procurement plan, providing vendors with an indication of expected sales volume is required and can help secure more competitive pricing.</p>		