



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: Community School of Digital & Visual Arts

SFA Agreement Number: 32C

Date of Administrative Review (Entrance Conference Date): November 18, 2024

Date review results were provided to the SFA: January 10, 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 required daily edit check for breakfast and lunch is not being completed by the SFA prior to submission of the monthly claim for reimbursement.		

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
Finding (Milk Variety – Breakfast and Lunch): At least two (2) types of milk must be offered at each meal service. Fluid milk must be low-fat (1% milk fat or less) or fat-free (unflavored or flavored). Milk may be unflavored or flavored provided that unflavored milk is offered at each meal service. In a review of production records for the month of review, there were eight (8) days where only one (1) type of milk was available at the end of meal service.		
Finding (Production Records – Breakfast): A review of production records for October 2024 revealed that insufficient quantities of fruits were offered at breakfast for the K-12 meal pattern due to incomplete documentation on the production record. Specifically, on five (5) days in October 2024, a full cup of fruit was not recorded at breakfast.		
Finding (Production Records – Lunch): On one (1) day in October 2024, the lunch service for the K-8 meal pattern did not meet the required vegetable quantity, with one-half (1/2) a-cup of salad recorded instead of the required three-fourths (3/4) cup.		
<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: The National School Lunch Act requires School Food Authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products.		
All non-domestic food items must receive written pre-approval from the School Nutrition Administrator prior to being accepted for use in the school food service program. A non-domestic list was not available at the SFA.		

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy – Review of the SFA’s established Local School Wellness Policy
Finding Detail: The triennial assessment of the SFAs Local Wellness Policy (LWP) was due by June 30, 2023. As of the date of the review, the week of November 18, 2024, the LWP triennial assessment has not been completed.		
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	Professional Standards – Validation of the SFA’s compliance with required hiring standards and annual training requirements
Finding Detail: The School Nutrition staff’s professional standards tracking tool for documenting annual training was not available.		

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
Finding Detail: The Financial Form for Charter Schools, RCCIs and Nonpublic Schools template (Excel) has not been submitted as required. Charter Schools, RCCIs and Non-Public Schools are required to submit two (2) financial reports per year. The Semi-Annual report covering July through December is due by March 1st and the Annual report covering July through June is due by October 1st. All financial reports must be emailed to the State Agency and Service Area Consultant.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other
Finding Detail:		