



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: Southside Academy

SFA Agreement Number: 1109

Date of Administrative Review (Entrance Conference Date): November 18, 2025

Date review results were provided to the SFA: January 26, 2026

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

Rachel Findley, MS, RDN, LDN, Senior Director | rachel.findley@dpi.nc.gov
6324 Mail Service Center, Raleigh, North Carolina 27699 | (984) 236-2901

REVIEW FINDINGS		
A. Program Access and Reimbursement		
YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance – Validation of the SFA’s certification of students’ eligibility for free or reduced-price meals benefits
Finding Detail: Maintaining source documentation is crucial to prove the accuracy of a school’s Identified Student Percentage (ISP) to ensure regulatory compliance and maximize reimbursement. During the review, the source documentation supporting the Identified Student Percentage (ISP) of the Community Eligibility Provision was not retained and therefore was unable to be verified.		
<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
Finding Detail: Menu Compliance Worksheets were not submitted for the menu review week, October 20, 2025. These worksheets were provided to the Administrative Review Specialist on November 24.		
<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: Hazard Analysis Critical Control Point (HACCP) provides a systematic preventative approach to ensure food that is served is safe by identifying and controlling food safety hazards at every step of the process, from receiving to serving and all related areas. To ensure consistent food safety, food temperatures must be carefully monitored. During the review, it was noted that the milk refrigerator temperatures are not monitored and recorded as required.		
<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 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 US Department of Agriculture requires school nutrition program professionals who manage and operate the School Nutrition programs to annually meet professional standards requirements in a variety of areas including food safety, nutrition and meal pattern and other areas. School Nutrition staff members did not meet required training hours in the 2024-2025 school year.		

D. Civil Rights		
YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Civil Rights – Validation of the SFA’s compliance with civil rights requirements as applicable to the School Nutrition Programs
Finding Detail: The SFA used an incorrect non-discrimination statement on appropriate program materials. In addition, the Non-Discrimination Statement (NDS) is not posted on the school or school nutrition web page.		
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 – Procurement
Finding Detail: Safeguarding federal funds is crucial to maintaining the financial integrity of the School Nutrition program. South Side Academy has overpaid for snacks in the 2025-2026 school year. Snack prices in the 2025-2026 catering agreement are listed as \$1.21. Southside Academy has paid \$1.25 for all snacks this school year.		