



# 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: Perquimans County Schools**

**SFA Agreement Number: 720**

**Date of Administrative Review (Entrance Conference Date): October 20, 2025**

**Date review results were provided to the SFA: December 1, 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"/>	<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. Meal Patterns and Nutritional Quality

YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Meal Components and Quantities</b> – Validation that meals claimed for reimbursement contain the required meal components and quantities
Finding Detail:		
<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:		

### C. School Nutrition Environment

YES	NO	
<input type="checkbox"/>	<input checked="" 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:		
<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:		

### D. Civil Rights

YES	NO	
<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:		

### E. Resource Management

YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Resource Management</b> – Validation of the SFA's compliance with overall financial health of the School Nutrition Program.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Other – Procurement</b>
Finding Detail 1: Small Purchases - The School Food Authority has not executed the Procurement Plan adequately in “free and open” competition. There was no documentation for obtaining quotes from vendors on items purchased under the School Food Authority’s small purchase threshold. Following the Procurement Plan procedures are required to ensure consistency and free and open competition among all vendors.		
Finding Detail 2: Formal Purchases - The School Food Authority has not executed the Procurement Plan adequately in “free and open” competition. There was no documentation for a bid solicitation for Bull's Eye/SmartMouth Pizza. Following the Procurement Plan procedures are required to ensure consistency and free and open competition among all vendors.		
Finding Detail 3: Perquimans County Schools’ small purchase threshold of \$10,000 is inconsistently reported in the Procurement Plan.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Other – Program Monitoring – On-site Reviews</b>
Finding Detail: The on-site annual breakfast review at Hertford Grammar was conducted and completed on February 12, 2025, which is after the required deadline of February 1st. 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 school (as defined by 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the National School Lunch Program (NSLP) and 50% of schools operating the School Breakfast Program (SBP) under its jurisdiction. Technical assistance was provided during the Administrative Review.		