



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Catherine Truitt, *Superintendent of Public Instruction*

www.dpi.nc.gov

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: Burke County Schools

SFA Agreement Number: 120

Date of Administrative Review (Entrance Conference Date): February 12, 2024

Date review results were provided to the SFA: February 15, 2024

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

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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 type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Components and Quantities – Validation that meals claimed for reimbursement contain the required meal components and quantities
Finding Detail:		
<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 type="checkbox"/>	<input checked="" 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:		
<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: When the Public-School Unit is going to assess indirect cost against the School Nutrition Program, it must notify the Office of School Nutrition, in writing, of their intent to assess indirect cost. In the 2022-2023 school year, indirect cost was assessed against the School Nutrition Program, but the Office of School Nutrition was not notified. The number of meals served to adults at no charge must be limited to School Nutrition employees only. Any other school personnel must pay for the meals they consume on a daily basis. This requirement includes teachers, teacher assistants, principals, custodians, and other employees or the sub-recipient agency. This requirement also helps to ensure that Federal funds are not being used to supplement adult meals. In the review of adult meal accounts, there was a negative account balance of \$603.98. In the review of cash management procedures, the School Food Authority has written cash management procedures in place; however, these procedures do not reflect current practices. Per the cash management procedures, all cash should be counted with two (2) authorized School Nutrition employees present. This is not the current practice at the school. Safeguarding federal funds is vital to the financial integrity of the School Nutrition Program. : In the review of cash management procedures, the School Food Authority has written cash management procedures in place; however, these procedures do not reflect current practices. Per the cash management procedures, all cash should be counted with two (2) authorized School Nutrition employees present. This is not the current practice at the school. Safeguarding federal funds is vital to the financial integrity of the School Nutrition Program.</p>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other – Production Records
<p>Finding Detail: Finding: In the review of production records at the school, the following issues were noted: On January 22, 2024, the production records documentation did not validate the number of meals claimed for reimbursement. Two Hundred and Seventy-five (275) Breakfast meals will be reclaimed on this day. A review of production records from September 2023, November 2023, January 2024, and the on-site review (February 13, 2024) consistently show the exact number of planned and available menu items. The non-reimbursable servings column is not being completed. School Nutrition Staff, adults, and a la carte sales should be reflected in this column daily. Historical data from the production record should be used to forecast production quantities. Reviewers observed a tremendous amount of food being discarded on the day of review; however, previous production records showed minimal amounts being discarded. There will be a reclaim for incomplete production records at breakfast for two hundred and seventy-five (275) meals; the amount of the reclaim for January 2024, at breakfast is \$750.75.</p>		