



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Catherine Truitt, *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: Person County Schools

SFA Agreement Number: 730

Date of Administrative Review (Entrance Conference Date): May 20, 2024

Date review results were provided to the SFA: May 23, 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 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: During meal preparation, the chicken burrito recipe was not followed as written. The observed preparation of the burrito did not contain the stated one-half (½) cup of chicken. One fourth (¼) cup of chicken was being used and the stated two (2) ounces of cheese was not provided as listed on the recipe.</p> <p>Finding Detail: During meal preparation, the turkey and cheese slider recipe was not followed as written. One (1) pan of observed sandwiches did not contain the stated three (3) ounces of deli turkey and two (2) ounces of cheese. One and a half slice (one ounce equivalent) of deli turkey and one slice of cheese (1 ounce) was being used and the recipe stated three (3) ounces of deli turkey and two (2) ounces of cheese was to be provided.</p>		
<input checked="" type="checkbox"/>	<input 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: Signage posted at the school did not address the Offer vs. Serve requirements at breakfast and lunch. The signage instructed students to select one (1) of every menu item at breakfast and lunch on one (1) of the two (2) serving lines at each meal service.		
<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
<p>Finding Detail: During the review of the Buy American Policy, one (1) product at the school was not on the current approved non-domestic listing. Broccoli Spears from Spain.</p> <p>All non-domestic food products must receive written pre-approval from the School Nutrition Administrator prior to acceptance for use in the school food service program.</p> <p>Finding Detail: During the review of the Buy American Policy, three (3) products at the school were not on the current approved non-domestic listing. Italian Blend from Canada, Fajita Vegetable Blend from Spain and Brussel Sprouts from Belgium</p>		

All non-domestic food products must receive written pre-approval from the School Nutrition Administrator prior to acceptance for use in the school food service program.		
<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 Documentation		
YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Civil Rights Documentation – Validation of the SFA’s compliance with civil rights requirements as applicable to the School Nutrition Programs
Finding Detail: The Civil Rights Compliance worksheet for Person Early College for Innovation & Leadership for 2023-2024 school year was not completed by the due date of December 15, 2023.		
The Civil Rights Compliance Worksheet must be completed for each school and the Central office by December 15th of each school year and maintained on file for review by the State Agency (SA) or other regulatory authority.		

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, Program Monitoring , After School Snack Program and Smart Snacks
<p>Finding Detail: (Procurement) - The current board approved procurement plan is outdated with the previous Board Chair listed, the plan is from the 2018 school year, the method of advertising is not a statewide publication with a Food Service Management Company and Attachment B does not list the procurement of the Food Service Management Company contract.</p> <p>Finding Detail (Program Monitoring) - School Food Authorities (SFA) must conduct no less than one (1) comprehensive on-site lunch review of all schools participating in the school nutrition programs prior to February 1st of each school year.</p> <p>The SFA did not complete the on-site lunch monitoring review for Person Early College for Innovation & Leadership for the 2023-2024 school year.</p> <p>Finding Detail (After School Snack Program) - The After School Snack Program (ASSP) Qualifying Worksheets lacked the site supervisor’s signature, leading to incomplete forms before the program’s start date.</p> <p>Finding Detail (After School Snack Program) - The Afterschool Snack Program (ASSP) requires on-site reviews to assess compliance with program requirements. These reviews must occur twice per year for each site. The first review should take place within the initial four weeks of program operation, while the second review can happen later in the school year. It is essential to ensure timely evaluations to maintain program quality and adherence to guidelines. The following schools' first review was not</p>		

conducted within four (4) weeks of the program start date: Helena Elementary School, South Elementary School, and Woodland Elementary School.

Finding Detail (Smart Snacks) - A school-owned vending machine was set to come on at 2:55pm, when the school day ends at 3:00pm. The machine must be set to thirty (30) minutes after the school day ends since the School Food Authority chose Option one (1) for Smart Snacks in the 2023-2024 school year in the State Agency agreement.