



# 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: Asheville City Schools**

**SFA Agreement Number: 111**

**Date of Administrative Review (Entrance Conference Date): May 13, 2024**

**Date review results were provided to the SFA: May 16, 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		
<b>A. Program Access and Reimbursement</b>		
<b>YES</b>	<b>NO</b>	
<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>B. Meal Patterns and Nutritional Quality</b>		
<b>YES</b>	<b>NO</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Meal Components and Quantities</b> – Validation that meals claimed for reimbursement contain the required meal components and quantities
Finding Detail: The SFA has written production record procedures; however, from the month of review there were multiple days the manager used a report from the Point of Service/Sale system that did not break out the School Nutrition employee meals from reimbursable meals thus leading to production record documentation of total students served not matching the claim for reimbursement. This could lead to the question of whether all components were available to all students. Numbers recorded on the production record in the meals planned and served section should accurately depict what occurred on the day of production. The quantity of meals served on the day of review supports meal pattern compliance and the number of reimbursable meals claimed.		
<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:		

<b>C. School Nutrition Environment</b>		
<b>YES</b>	<b>NO</b>	
<input checked="" type="checkbox"/>	<input 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: The Cooling Log has not been used to monitor temperatures of leftover time/temperature control for safety (TCS) foods when saving them for re-service.		
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Professional Standards</b> – Validation of the SFA’s compliance with required hiring

		standards and annual training requirements
Finding Detail: At least one (1) employee having supervisory and management responsibility and the authority to direct and control food preparation and service (the Person in Charge) shall be a Certified Food Protection Manager (CFPM) who has shown proficiency of required information through passing a test which is part of an American National Standards Institute (ANSI) accredited program. ANSI is the accrediting organization for the Conference for Food Protection Standards for Food Protection Manager Certification Programs.		

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Resource Management</b> – Validation of the SFA’s compliance with overall financial health of the School Nutrition Program
<p><b>Finding:</b> Adults outside of the School Nutrition Program are being permitted to charge meals as part of a “Principal Account.” The non-profit School Nutrition account at Claxton Elementary School cannot be used to supplement adult meals outside of the School Nutrition Program, therefore adult meals are not allowed to be charged. During the review, a report was generated showing outstanding meal charge balances by adults of \$77.60.</p> <p>During the review of Cash Management at the school, the staff did not follow current cash management procedures. Cash is not being counted after the breakfast meal service, but the cash collected at the breakfast service is being counted at lunch. Safeguarding Federal funds is vital to the financial integrity of the School Nutrition program.</p>		

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Other – After School Snack Program</b>
<p>Finding Detail: During the review of the After School Snack Program, the following issues were noted: On the day of review, the program operating the After School Snack Program, did not have enrichment activities since the teachers were in a meeting but snacks were served to the students. NOTE: Seven (7) counted snacks were not claimed for reimbursement on this day. Counting and claiming issues were noted on several days in the 2023-2024 school year. Student rosters did not match claiming numbers on days and rosters are missing to justify the number of meals claimed. Production Records and rosters have not been completed for several months. In November 2023 there were four (4) days that four-ounce (4oz) juice was provided instead of the required six-ounce (6oz) juice. For the month of review, April 2024 There will be a repayment for the After School Snack Program. There was an underclaiming error of fourteen (14) snacks; the amount of the repayment for the month of review, April 2024 for the After School Snack Program is (\$16.38). March 2024 (Other Period) there will be a reclaim of one hundred and eighty-nine (189) snacks for errors in the After School Snack Program; the amount of the reclaim for March 2024 (Other Period) for the After School Snack Program is \$221.13. February 2024 (Other Period) there will be a reclaim of nine hundred and fifty-nine (959) snacks for errors in the After School Snack Program; the amount of the reclaim for February 2024 (Other Period) for the After School Snack Program is \$1,122.03. January 2024 (Other Period) there will be a reclaim of three hundred and fifty-two (352) snacks for errors in the After School Snack Program; the amount of the reclaim for January 2024 (Other Period) for the After School Snack Program is \$411.84. December 2023 (Other Period) there will be a reclaim of three hundred and fourteen (314) snacks for errors in the After School Snack Program; the amount of the reclaim for December 2023 (Other Period) for the After School Snack Program is \$367.38. November 2023 (Other Period) there will be a reclaim of three hundred and seventy-six (376) snacks for errors in the After School Snack Program; the amount of the reclaim for November 2023 (Other Period) for the After School Snack Program is</p>		

\$439.92. October 2023 (Other Period) there will be a reclaim of nine hundred and seventeen (917) snacks for errors in the After School Snack Program; the amount of the reclaim for October 2023 (Other Period) for the After School Snack Program is \$1,072.89. September 2023 (Other Period) there will be a reclaim of two hundred and ninety-eight (298) snacks for errors in the After School Snack Program; the amount of the reclaim for September 2023 (Other Period) for the After School Snack Program is \$348.66. The total reclaim amount for After School Snack Program errors is \$3,967.47.