



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: Wilmington School of the Arts

SFA Agreement Number: 65H

Date of Administrative Review (Entrance Conference Date): April 15, 2024

Date review results were provided to the SFA: April 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		
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 checked="" type="checkbox"/>	<input 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: The application selected for verification was not processed with the correct eligibility status during the verification process. The application was initially processed correctly but based on documentation provided for verification the application should have been verified for the free benefit status instead of the reduced-priced benefit.		
<input checked="" type="checkbox"/>	<input 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: The required daily edit check is not conducted by the School Nutrition Administrator before submitting the monthly reimbursement claim. This task is completed by comparing the daily attendance figures with actual student participation data to determine whether meals claimed exceed the attendance. The electronic agreement for school year 2023-2024 indicates that the North Carolina Department of Public Instruction (NCDPI) prototype Edit Check Worksheet is being used. This edit check was not observed. Based on the reviewed edit checks, the Site is utilizing the Titan edit check and a Universal Attendance Factor of 97.5%.		

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: Recipes were not available for all items for the week of review. Recipes are not available at the SFA. All recipes are kept on site at the catering facility.		
Finding Detail: Finding 1: Breakfast and lunch production records for multiple days in the review month (March 2024) documented inconsistent milk numbers in the leftover column. There were also no leftovers recorded at breakfast for the month of review. Numbers recorded on the production record should accurately depict what occurred on the day of production. The quantity of all components served on the day of review supports the number of reimbursable meals claimed.		
Finding Detail: Finding 2: Temperatures of items stored at the SFA, such as milk, are not recorded in section one of the Transported Production record and are not being recorded for any leftovers at the end of meal service.		
Finding Detail: Finding 3: Holding temperatures were not recorded for all items on the delivery ticket provided by the caterer. These temperatures are critical in the Time as a Public Health Control (TPHC) process.		
<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
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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 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 and Program Monitoring (Self Assessments)
<p>Finding Detail: Procurement - The SFA’s small purchase threshold is inconsistently reported in the Board approved procurement plan and the electronic agreement. The electronic agreement shows a \$1,500 threshold while the Board approved procurement plan lists the simplified acquisition threshold as ten thousand \$10,000 in one section and five thousand \$5,000 in another section.</p> <p>Finding Detail: Program Monitoring (Self Assessments) - In the 2023-2024 school year, the first self-assessment was completed on December 15, 2023, instead of the November 1 annual due date as indicated in the Charter School written agreement.</p>		