



# 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: Charlotte Mecklenburg Schools**

**SFA Agreement Number: 660**

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

**Date review results were provided to the SFA: February 29, 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 checked="" type="checkbox"/>	<input 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: Reviewers were able to identify the meals as reimbursable at the serving line and in the classroom. However, the department approved collection procedure was not followed on the day of review to count breakfast participation in the classroom for Exceptional Children and pre-kindergarten students participating in the programs. The determination of a reimbursable meal took place prior to the teacher taking meals to the classroom and not on a marked roster. No meal counts were taken at the point of service/sale.		
<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: Supporting documentation is not maintained at the school for completing the daily production records at breakfast and lunch. Supporting documentation that was available during the review did not always accurately transfer to the production records. The SFA has written production record procedures; however, from the month of review there were multiple days the production record documentation of total students served including Pre-Kindergarten students did not match the claim for reimbursement. This could lead to the question whether all components were available to all students. Numbers recorded on the production record 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. : The SFA has written production record procedures; however, from the month of review there were multiple days the production record documentation of total students served students did not match the claim for reimbursement. This could lead to the question whether all components were available to all students. Numbers recorded on the production record 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 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 checked="" type="checkbox"/>	<input 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: In the 2023-2024 school year, the School Food Authority selected Smart Snack Option # 1, which states the Public-School Unit (PSU) is prohibited from selling foods and beverages to students in competition with the school nutrition program until thirty (30) minutes after the dismissal bell rings. On the day of review, February 21, 2024, reviewers at the school observed the timer on a school owned vending machine set to 2:30pm, but the school day ended at 2:15pm. The reviewers did not observe the school owned vending machine in question dispensing snacks during the school day at breakfast and lunch. Additionally, items in the school owned machines were observed to not be Smart Snack Compliant.		
<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:		

<b>D. Civil Rights</b>		
<b>YES</b>	<b>NO</b>	
<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:		

<b>E. Resource Management</b>		
<b>YES</b>	<b>NO</b>	
<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> The School Food Authority (SFA) has written cash management procedures; however, these procedures need additional detail to reflect best practices to safeguard federal funds. On the day of review, cashiers were counting money in the kitchen preparation area while the kitchen doors leading to the dining room were open and unlocked. Safeguarding federal funds is vital to the financial integrity of the School Nutrition program and ensuring the safety of the School Nutrition Staff is critically important. The SFA has written cash management procedures; however, these procedures need additional detail to reflect best practices to safeguard federal funds. On the day of review, during breakfast service, the manager opened a second cashier station on the serving line and started counting money from the drawer to verify their petty cash. Safeguarding federal funds is vital to the financial integrity of the School Nutrition program and ensuring the safety of the School Nutrition staff is critically important. Due to staff shortages, the manager is the primary cashier. It is critical the manager does not consistently serve as the cashier to supervise the entire operation, including cash management. The SFA has written cash management procedures; however, these procedures need additional detail to reflect best practices to safeguard federal funds. On the day of review, cashiers counted money in the kitchen outside of the manager’s office with the kitchen doors leading to the dining room open and unlocked. They then used the open managers office to consolidate the deposit. Safeguarding federal funds is vital to the financial integrity of the School Nutrition program and critical to the safety of School Nutrition staff. The SFA has written cash management procedures; however, these procedures need additional detail to reflect best practices to safeguard federal funds. On the day of review, cashiers were counting money in the kitchen preparation area leaving the kitchen doors leading to the dining room open and unlocked. Safeguarding federal funds is vital to the financial integrity of the School Nutrition program and critical to the safety of School Nutrition staff.</p>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Other – After School Snack Program</b>
Finding Detail:		