



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: Bertie County Schools

SFA Agreement Number: 080

Date of Administrative Review (Entrance Conference Date): October 9, 2023

Date review results were provided to the SFA: October 13, 2023

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
Finding Detail: Two (2) milk varieties were not available throughout the meal service at lunch at West Bertie Elementary School. The school only offered one percent (1%) unflavored milk to students.		
<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: For the 2023-2024 school year, School Nutrition Managers and School Nutrition Staff did not receive Offer Vs. Serve training for breakfast and lunch prior to the start of the school year. During the review of lunch service at the school on October 11, 2023, students were being instructed to select either the mixed vegetables or the corn. Students must be allowed to select both vegetables for the correct implementation of Offer vs. Serve.		
<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
Finding Detail: During the review cold storage units, coolers and freezers did not have an inside thermometer to document an accurate temperature of the food storage unit. Food items are not consistency being dated to ensure an effective inventory management system is utilized. Some cases have month/date, and some have month, date, and year.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy – Review of the SFA’s established Local School Wellness Policy
Finding Detail: The triennial assessment on the district Local Wellness Policy (LWP) was due by June 30, 2023. As of the date of the review, October 9, 2023, the LWP triennial assessment has not been completed.		
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	Professional Standards – Validation of the SFA’s compliance with required hiring standards and annual training requirements
Finding Detail: In the reviewed school, the School Nutrition Managers have an Employee Food Safety Certification but are required to have a Certified Food Protection Manager Certification from an American National Standards Institute (ANSI) approved program.		

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
Finding Detail: In the previous Administrative Review, the School Food Authority (SFA) was not receiving the sales and use tax revenue each school year. Upon review of the previous two (2) annual FC1-A Financial Reports, the School Food Authority continues to not receive this yearly payment. The sales and use tax revenue must be credited to account 5-3250-035-000 when the revenue is paid to the Bertie County Schools Nutrition Program by the Public-School Unit (PSU). For safe accounting practices, two (2) School Nutrition Staff should always count and verify the register drawer and end of day deposit. Cash register drawers were not counted before the breakfast meal service and placed in the register draw as required and cash register drawers were not consistently being counted and verified by two (2) School Nutrition Staff.		

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other – Program Monitoring
Finding Detail: Finding: School Food Authorities (SFAs) 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. One-half (½) of all schools participating in breakfast must be reviewed each school year. On-site Monitoring requirements were not met for the 2022-2023 school year to include: Reviews of the breakfast and lunch programs at Bertie Early College were not completed; and No breakfast reviews were completed at any school site.		

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other – Production Record
Finding Detail: In the review of production records for lunch, the following issues were observed: School Nutrition Employee meals must be listed in Column four (4), CN Adult Meals, on the production record. Column fifteen (15) is not being completed with CN Adult meals and items purchased by other adults. There were four (4) days in the month of review (September 2023) where production records were incomplete to validate the claim for federal reimbursement at lunch. There will be a reclaim for incomplete production records at lunch for one hundred and thirty-two (132) meals; the amount of the reclaim for September 2023, at lunch is \$574.20. In the review of production records for breakfast and lunch, the following issues were observed: Additional items added to the serving line must be documented on the production record at breakfast and lunch. School Nutrition Employee meals must be listed in Column four (4), CN Adult Meals, on the production record. Column fifteen (15) is not being completed with CN Adult meals and items purchased by other adults. There were two (2) days in the month of review (September 2023) where production records were incomplete to validate the claim for federal reimbursement. There will be a reclaim for incomplete production records at lunch for one hundred and seven (107) meals; the amount of the reclaim for September 2023, at lunch is		

\$465.45. Finding 2: Incomplete production records for the Bertie Early College, which has meals provided by Bertie High School do not document items served at breakfast and lunch on some days in September 2023 and October 2023. There will be a reclaim for incomplete production records at breakfast for four hundred and seventy-six (476) meals; the amount of the reclaim for September 2023, at breakfast is \$1,299.48. There will be a reclaim for incomplete production records at breakfast for thirty-nine (39) meals; the amount of the reclaim for October 2023, at breakfast is \$106.47. There will be a reclaim for incomplete production records at lunch for thirty-one (31) meals; the amount of the reclaim for September 2023, at lunch is \$134.85.