



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: Kestrel Heights Charter School

SFA Agreement Number: 32D

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

Date review results were provided to the SFA: February 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

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

REVIEW FINDINGS		
A. Program Access and Reimbursement		
YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance – Validation of the SFA’s certification of students’ eligibility for free or reduced-price meals benefits
<p>Finding Detail: One (1) household application with one (1) student was incorrectly classified for meal benefits. The application was erroneously classified as eligible for free benefits. Upon review of benefits issuance documents, the application was determined to be in error and changed to reduced price meal status and the households were promptly notified of the change in meal benefits. A potential reclaim for eligibility certification and benefit issuance errors for breakfast meals served will be assessed in the amount of \$2.10. A potential reclaim for eligibility certification and benefit issuance errors for lunch meals served will be assessed in the amount of \$6.00. Finding 2: Eligibility applications were not date stamped with the date of receipt when received from households.</p>		
<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
<p>Finding Detail: The “notice of adverse action” letter was not provided to the household. The status was changed immediately. Based on Federal guidance, ten (10) calendar days should elapse from notification and effective date of status change.</p>		
<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
<p>Finding Detail: During the month of review (January 2024), the following errors in meal counting and claiming were noted. In a review of the Meal Count Reports as compared to the production record, it was noted that there were claim errors for the review month. On 1/2/2024, there was an under-claim of one (1) breakfast meal and six (6) lunch meals. On 1/30/2024, there was an under-claim of one (1) breakfast meal and one (1) lunch meals. On 1/31/2024, there was an over-claim of two (2) breakfast meals. Finding 2: In a review of the Edit Check Report as compared to the Meal Count Report, the meal counts by category for breakfast and lunch were not correctly compiled prior to filing the January 2024 claim for reimbursement due to a formula error on the Edit Check Report. Four hundred twenty-two (422) lunch meals and one hundred seventy-four (174) breakfast meals were not claimed.</p>		
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: On the day of review at breakfast, milk with 2% milk fat was served. Fluid milk must be low-fat (1% milk fat or less) or fat-free (unflavored or flavored). At least two types of milk must be offered at each meal. Milk may be unflavored or flavored provided that unflavored milk is offered at each meal service. Milk must be pasteurized fluid milk that meets State standards. Finding 2: The standardized recipe for the entrée on day of review was not followed resulting in an insufficient component. On the day of review, the delivery ticket did not document the quantity of ingredients used in the lunch entree recipe for Turkey Pasta Salad. Finding 3: During the review month, the production records and the Meal Component and Quantity Worksheets do not correlate, therefore the meal pattern for grain quantity would appear to be insufficient. Finding 4: A review of the February production records noted a four (4) ounce cranberry cocktail juice was used as a ½ cup serving of fruit offered to students. All juice must be 100% full-strength.</p>		
<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
<p>Finding Detail:</p>		
<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: The 2023-2024 HACCP plan for the caterer's commissary kitchen along with production records and standardized recipes were not available for review. There was no pre-approved list of non-domestic food products available at the school site or in the central office. All non-domestic agricultural products must be pre-approved by the School Nutrition Administrator before they may be used in the School Nutrition program. This step is required to ensure all non-domestic agricultural products are safe and acceptable for use with a vulnerable population.		
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	Civil Rights – Validation of the SFA's compliance with civil rights requirements as applicable to the School Nutrition Programs
Finding Detail: The Civil Rights Compliance Worksheets for the Central office and for the school site for 2023-2024 school year were not completed. 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:		

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other – Procurement
Finding Detail: The School Food Authority (SFA) has advertised formal bids on their school website, but advertisement must take place in a major publication such as a newspaper. Finding 2: There was no record of the public bid opening, including a sign-in sheet, for the catering bid. Such records are required in accordance with Federal procurement policy. Finding 3: A micro-purchase log is not being utilized for documenting micro-purchases. Finding 4: The caterer is out of compliance with the current contract agreement in the areas recorded below: Caterer completes and delivers to Kestrel Heights Charter School each day, the Daily Meal Production Plan or Delivery Ticket (a form required by the NCDPI). The Caterer will provide meals that meet USDA meal pattern requirements, in accordance with meal patterns in program regulations. The Delivery Ticket and Production Record shall also be used to determine whether the Caterer provides a sufficient quantity of food to meet the minimum meal component requirements to ensure reimbursable meals. Abide by the Buy American provision which requires SFAs to purchase, to the maximum extent practicable, domestic commodities or products for		

use in their School Nutrition Programs.