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: Carter Community Charter

SFA Agreement Number: 32C

Date of Administrative Review (Entrance Conference Date): November 12, 2019

Date review results were provided to the SFA: February 21, 2020

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)
   - [x] School Breakfast Program
   - [x] National School Lunch Program
   - [ ] Fresh Fruit and Vegetable Program
   - [x] Afterschool Snack
   - [ ] Special Milk Program
   - [x] Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)
   - [x] 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?
   - [x] Yes
   - [ ] No

4. Is there fiscal action associated with findings identified during the review of this School Food Authority?
   - [ ] Yes
   - [x] No
## REVIEW FINDINGS

### A. Program Access and Reimbursement

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
<td>☑</td>
</tr>
</tbody>
</table>

**Certification and Benefit Issuance** – Validation of the SFA’s certification of students’ eligibility for free or reduced-price meals benefits

**Finding Detail:**

*Verification* – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meal benefits

**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 does not accurately reflect changes in the daily membership. Edit checks must be completed for all meals daily to ensure more meals are not claimed than the number of eligible students in attendance.

### B. Meal Patterns and Nutritional Quality

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
<td>☑</td>
</tr>
</tbody>
</table>

**Meal Components and Quantities** – Validation that meals claimed for reimbursement contain the required meal components and quantities

**Finding Detail:** An insufficient quantity of fruit was served at breakfast on the day of the review. One (1) cup of fruit must be served to students to meet the daily fruit meal component requirement, yet only one half (½) cup of fruit was served.

**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

**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 trans fat

**Finding Detail:**

### C. School Nutrition Environment

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
<td>☑</td>
</tr>
</tbody>
</table>

**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:** Products from China, such as canned peaches, mandarin oranges and fruit cocktail, are being served by the contracted caterer without written pre-approval by the School Nutrition Administrator. All non-domestic food products must receive written pre-approval from the School Nutrition Administrator prior to acceptance for use in the School Nutrition program.

**Local School Wellness Policy** – Review of the SFA’s established Local School Wellness Policy

**Finding Detail:**

**Competitive Foods** – Validation of the SFA’s compliance with regulations for all food and beverages to students outside of the reimbursable meal

**Finding Detail:**

**Professional Standards** – Validation of the SFA’s compliance with required hiring
Finding Detail: The Professional Standards requirements are not met, as the SFA is not documenting staff development and continuing education using a tracking tool.

<table>
<thead>
<tr>
<th>D. Civil Rights</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Rights</td>
<td>☐</td>
<td>☒</td>
</tr>
</tbody>
</table>

Finding Detail:

<table>
<thead>
<tr>
<th>E. Resource Management</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Management</td>
<td>☐</td>
<td>☒</td>
</tr>
</tbody>
</table>

Finding Detail:

<table>
<thead>
<tr>
<th>Other</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☒</td>
</tr>
</tbody>
</table>

Finding Detail: