



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *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: Wake Forest Charter Academy

SFA Agreement Number: 92V

Date of Administrative Review (Entrance Conference Date): October 31, 2016

Date review results were provided to the SFA: November 2, 2016

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

SCHOOL NUTRITION SERVICES

SCHOOL OPERATIONS DIVISION

Lynn Harvey, Ed.D., RDN, LDN, FAND, SNS Chief | lynn.harvey@dpi.nc.gov

6324 Mail Service Center, Raleigh, North Carolina 27699-6324 | Phone (919) 807-3506 | Fax (919) 807-3516

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 |
| <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 |
| <p>Finding Detail: (Lunch) The most current version of the National Heritage Academy’s production record for breakfast and lunch (revised in May 2016) prepared for use with Preferred Meals accounts in NC, has not been adopted.</p> <p>Production record documentation for lunch must be strengthened to include accurate documentation of information in the following areas: Section 1- to document the entire menu including milk and condiments with temperatures for Time-Temperature Control for Safety Foods (TCS) and other information required in this section; Section 6 - to document the entire menu in each appropriate meal component section accurately; Section 7- to include accurate documentation for the meal component contribution as outlined from Preferred Meal Product Specification Sheets for the K-8 Lunch Meal Pattern; Section 9 - to include all Product Specification information that is supplied from Preferred Meals for all menu items including condiments that are on the menu; and Section 10 - to document the total number of servings planned to offer to students in the correct column under Section 10 under column 10(a).</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 |
| 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

| 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 |
| <p>Finding Detail: The Hazard Analysis Critical Control Point (HACCP) Plan for Transported/Catered Meals was not fully completed for implementation and monitoring of all HACCP requirements for the 2016-17 school year. The following items were missing from the plan: The required HACCP Monitoring (i.e. Kitchen Assessment for documentation of the sanitizer concentration, Dry store room assessment, Documentation of water temperatures for the hand sinks, etc.) and Completion of the Employee Health Policy for one of the current employees.</p> | | |

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|--|-------------------------------------|--|
| The date marking for inventory included the month and day, instead of the required month, day, and year. | | |
| <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 type="checkbox"/> | <input checked="" type="checkbox"/> | Other |
| Finding Detail: | | |