

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: McCrory School District

Date of Administrative Review (Entrance Conference Date): March 10<sup>th</sup>, 2025

Date review results were provided to the School Food Authority (Exit Conference Date): March 13<sup>th</sup>, 2025

High Risk Follow-up Required: ☒ Yes ☐ No

### General Program Participation

- 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
  - ☐ Seamless Summer Option
- Does the School Food Authority operate under any Special Provisions? (Select all that apply)
  - ☐ Community Eligibility Provision
  - ☐ Special Provision 2

### Review Findings

- Were any findings identified during the review of this School Food Authority?
  - ☒ Yes ☐ No

#### REVIEW FINDINGS

##### A. Meal Access and Reimbursement – Performance Standard 1

| YES                                 | NO                                  |                                                           | Technical Assistance                | Corrective Action                   |
|-------------------------------------|-------------------------------------|-----------------------------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Module 1: Eligibility: Certification and Benefit Issuance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Module 2: Verification                                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Module 3: Meal Counting and Claiming                      | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                                                           | <input type="checkbox"/>            | <input type="checkbox"/>            |

Findings:

- Finding (Module 1: Meal Access and Reimbursement):** Upon review of two hundred forty (240) eligibility documents, six (6) applications had errors affecting a total of nine (9) students.
  - Two (2) applications were missing an adult signature, affecting a total of three (3) students. In accordance with 7 CFR 245.6(a)(7), “the application must be signed by an adult member of the family”.
  - Four (4) applications were determined incorrectly, affecting a total of seven (7) students.
    - One (1) application was determined to be free and should have been reduced, affecting a total of one (1) student.
    - One (1) application was determined as free and should have been paid, affecting a total of one (1) student.
    - Two (2) applications were determined to be reduced and should have been free, affecting a total of four (4) students. Of these two (2) applications:
      - Three (3) students were found to be on the migrant list.
      - One (1) student was found to be extended benefits with a student in the same household that is an exact match on the DC Portal list.In accordance with 7 CFR 245.2, “if any child is identified as a member of a household receiving assistance under SNAP, FDPIR, or TANF, all children in the household shall be directly certified”.

The errors noted above resulted in a 3% error rate. In accordance with 7 CFR 210.18(1), fiscal action must be applied for School Food Authorities (SFAs) with an eligibility error rate of 3% or greater. The total fiscal action for the errors noted above is **\$6.33**, as indicated in the attached Meal Count Adjustment form. In accordance with 7 CFR 210.19(d), “the state agency has the ability to disregard this overclaim. This disregard may be made once per program within a fiscal year. This overclaim is disregarded”.

**2. Finding (Module 2: Verification):** Upon review of verification documents for SY 2024-2025, of the five (5) applications selected for verification, four (4) applications had errors:

- a. One (1) verified application listing three (3) students, two (2) errors were discovered.
  - i. One (1) income source documentation was submitted by the household, containing a “zero income” statement by the adult household member. The statement did not indicate how living expenses were being made and did not have a collateral contact to verify their income status. In accordance with 7 CFR 245.6a(a)(7)(ii), “collateral contacts are verbal confirmations of a household’s circumstances by a person outside of the household”.
  - ii. The verified application was determined as “free, no change” but should have been determined as “paid” based off incomplete verification on sources of income provided by the household. In accordance with 7 CFR 245.6(a)(f)(7), “based on the verification activities, the local educational agency shall make appropriate modifications to the eligibility determinations made initially”.
- b. One (1) verified application listing one (1) student, one (1) error was discovered
  - i. The verified application was determined as “free, no change” but should have been determined as “reduced” based off income source documentation provided by the household. In accordance with 7 CFR 245.6(a)(f)(7), “based on the verification activities, the local educational agency shall make appropriate modifications to the eligibility determinations made initially”.
- c. On one (1) verified application listing two (2) students, two (2) errors were discovered
  - i. One (1) source documentation submitted by the household was accepted as income documentation, containing a screen shot of an app. The documentation submitted did not provide frequency, gross pay, and name of recipient. In accordance with 7 CFR 245.6a(7), “allowable income source documents include written evidence such as wage stubs, award letters, letters from employers, and collateral contacts”.
  - ii. The verified application was determined as “free, no change” but should have been determined as “paid” based off incomplete verification on sources of income provided by the household. In accordance with 7 CFR 245.6(a)(f)(7), “based on the verification activities, the local educational agency shall make appropriate modifications to the eligibility determinations made initially”.
- d. Of the five (5) applications selected for verification, four (4) applications were not error prone. Per 7 CFR 245.6a(c)(3)(i), during Verification, districts selecting Standard Sample Size method, “three (3) percent of all applications approved by the local educational agency for the school year, as of October 1 of the school year, selected from error prone applications or 3,000 error prone applications approved by the local educational agency for the school year, as of October 1 of the school year”.

**B. Meal Patterns and Nutritional Quality**

| YES | NO | Technical Assistance | Corrective Action |
|-----|----|----------------------|-------------------|
|-----|----|----------------------|-------------------|

|                                                                                                                                                                                                                                                                                                                                                                                      |                                     |                                                    |                                     |                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | Module 4: Meal Components and Quantities           | <input type="checkbox"/>            | <input type="checkbox"/>            |
|                                                                                                                                                                                                                                                                                                                                                                                      |                                     |                                                    |                                     |                                     |
| <b>C. General Program Areas</b>                                                                                                                                                                                                                                                                                                                                                      |                                     |                                                    |                                     |                                     |
| <b>YES</b>                                                                                                                                                                                                                                                                                                                                                                           | <b>NO</b>                           |                                                    | Technical Assistance                | Corrective Action                   |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/>            | Module 5: Wellness                                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | Module 5: Smart Snacks                             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | Module 6: Food Safety and Storage                  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | Module 7: Hiring and Professional Standards        | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | Module 8: General Area                             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | Module 9: Afterschool Snack                        | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | Module 10: Fresh Fruit and Vegetable Grant Program | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | Module 11: Food Service Management Company         | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Findings:                                                                                                                                                                                                                                                                                                                                                                            |                                     |                                                    |                                     |                                     |
| <b>3. Finding (Module 5: Wellness):</b> Upon review of the Wellness documentation, it was discovered that the triennial assessment checklist had not been completed in the last three (3) years. According to 7 CFR 210.31(e)(2), "at least once every three years, assess schools' compliance with the local wellness policy, and make assessment results available to the public". |                                     |                                                    |                                     |                                     |