



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

January 24, 2017

Mr. Fred Crawford, Executive Director
Legacy Charter School
900 Woodside Avenue
Greenville SC 29611

Dear Mr. Crawford:

As a participant in the National School Lunch Program and its related initiatives, every school food authority (i.e., school district, private school, charter school, or residential child care institution) is subject to periodic reviews to ensure compliance with state and federal requirements.

Attached is the summary report for the Administrative Review (AR) of your Child Nutrition Program (CNP) that was conducted by Mrs. Rebecca Kenner on December 14-15, 2016. The findings of the review were discussed with you and Ms. Mary Mack during an exit conference.

The South Carolina Department of Education (SCDE) is required to conduct an AR of every school food authority (SFA) at least once every three (3) years, pursuant to regulations and policy guidelines promulgated by the United States Department of Agriculture (USDA) (7-CFR-210.18 (c)), South Carolina Code of Laws (59-1-310 and 43-168), and the Program Agreement executed between an SFA and the SCDE.

The mission of the SCDE in conducting an AR is to showcase the quality and importance of local child nutrition programs; measure compliance with state and federal requirements; and identify opportunities for improvement. At the federal level, the AR process measures general program compliance with specific emphasis on:

- *Free and Reduced Price Meal Benefits Certification;*
- *Meal Access and Reimbursement;*
- *Resource Management;*
- *Nutritional Integrity of Meals and All Other Foods Sold in Schools; and*
- *Other Related Federal Programs.*

Mr. Fred Crawford, Executive Director
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In addition to an evaluation of key SFA administrative processes and records for the review month of November 2016, the following schools: Legacy Charter Elementary Campus and Legacy Parker Campus were selected to receive an onsite visitation based on specific selection criteria.

We appreciate all of the assistance our staff received during the AR process. If you have any questions or concerns, please contact Mrs. Kenner at (803) 734-9818 or rkenner@ed.sc.gov.

Sincerely,



Ronald Jones
Director, Office of Health and Nutrition

RJ/DD:rk

Attachment

cc: Mrs. Rebecca Kenner, Education Associate, SCDE, Office of Health and Nutrition
Mr. Fred Crawford, Executive Director, Legacy Charter School
Mrs. Donna Davis, Interim District Services Team Leader, SCDE, Office of Health and Nutrition



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

Administrative Review
of
Legacy Charter School
Child Nutrition Programs

Conducted by
Mrs. Rebecca Kenner
Office of Health and Nutrition

December 14-15, 2016

Ronald Jones
Director, Office of Health and Nutrition
SC Department of Education
1429 Senate Street, Room 703
Columbia, SC 29201

Administrative Review Process

United States Department of Agriculture (USDA) Performance Standard 1

School Food Authority (SFA) Level

This section of the review evaluates the accuracy of free and reduced student eligibility records and their use in meal counting and claiming procedures.

Key Functional Areas Covered: Free and reduced eligibility applications (if applicable), direct certifications, income verifications, rosters, and meal counting and claiming procedures.

Actual Performance: Based on evaluation of eligibility records and meal counting and claiming procedures at the selected schools, all success criteria were met.

Resource Management-SFA Level

This section evaluates whether the SFA used food service funds pursuant to USDA guidelines.

Key Functional Areas Covered: Maintenance of the nonprofit Child Nutrition Program (CNP) account, paid lunch equity, revenue from non-program foods, indirect costs, USDA Foods, and use of food service funds per federal and state guidelines.

Actual Performance: Based on evaluation of financial documentation, all success criteria were met with one exception.

The price for adult lunch meal, \$3.50, did not meet the minimum established for the 2016-2017 school year. The minimum adult lunch meal price for 2016-17 is \$3.55 for lunch, plus any additional local tax on sales of prepared foods. The SFA may establish prices higher than the minimum.

Corrective action: The SFA must increase the adult meal price to a minimum of \$3.55 for lunch. Submit documentation by published memo, printed menu or receipts of the price increase for adult meals by February 23, 2017.

General Program Compliance-SFA level

This section evaluates whether the SFA followed general program compliance as indicated by USDA guidelines.

Key Functional Areas Covered: Civil rights, onsite monitoring, Local School Wellness Policy, school environment report card, reporting and record keeping, food safety, School Breakfast and Summer Food Service Program outreach.

Actual Performance: Based on evaluation of documentation, all success criteria were met.

USDA Performance Standard 2

Meal Access and Reimbursement-School Level

This section evaluates whether the lunch menus for the review month and individual lunches served during the onsite visitation of reviewed schools meet minimum state and federal meal pattern requirements. In addition, breakfast service at Parker High Campus was evaluated during the onsite visitation.

Key Functional Areas Covered: Meal counting and claiming procedures.

Actual Performance: Based on evaluation of documentation and observations made during the onsite visitation, all success criteria were met.

Nutritional Quality and Meal Pattern-School Level

This section evaluates whether the lunch and breakfast (if applicable) menus for the review month and day of review at the reviewed schools met minimum state and federal meal pattern requirements.

Key Functional Areas Covered: Menu, standardized recipes, meal components and quantities, food production records, offer-versus-serve guidelines, dietary specifications, and nutrient analysis.

Actual Performance: Based on evaluation of documentation and observations made during the onsite visitation, all success criteria were met.

Commendation: To ensure menus are palatable to students, the Foodservice director conducts monthly tastings for various fruits and vegetables prior to adding to their menu, which will help increase fruit and vegetable likability and consumption.

The layout design and display of all food items is visually appealing to students, especially the availability of multiple fresh fruit and vegetable options on a daily basis, which is highly commendable.

General Program Compliance-School level

This section evaluates whether the SFA followed general program compliance as indicated by USDA guidelines.

Key Functional Areas Covered: Civil rights, Local School Wellness Policy, Smart Snacks in School, water, reporting and record keeping, food safety and storage, and Buy American.

Actual Performance: Based on evaluation of documentation and observations made during the onsite visitation, all success criteria were met.

South Carolina Student Health and Fitness Act-School Level

This section evaluates local progress in implementing state-specific nutrition standards for reviewed schools serving a K-5 population.

Key Functional Areas Covered: Food and beverages sold on K-5 school property during the regular school day, as well as student input on cafeteria menu and related activities.

Actual Performance: Based on evaluation of documentation and observations made during the onsite visitation, all success criteria were met.

Other Federal Program Reviews-School Level

This section evaluates compliance with other related federal programs, as may be applicable.

Key Functional Areas Covered: Afterschool Snack Program (ASP), Fresh Fruit and Vegetable Program and Special Milk Program.

Actual Performance: This SFA participates in Afterschool Snack Program. Based on the evaluation of documentation and observations made during the onsite visitation, all success criteria were met.

Closure

The next step of the AR Process is to obtain a signature from you and Mrs. Mary Mack acknowledging that you have received the Corrective Action Plan document and agree to its terms and conditions.

Upon completion of the Corrective Action Plan by the target date of February 24, 2017, please forward the required documentation to Mrs. Kenner. If you have any questions concerning the review processes, please contact Mrs. Kenner at (803) 734-9818 or rkenner@ed.sc.gov. Once your corrective action plan has been approved, a final closure letter will then be mailed to you.

Corrective Action Plan for Administrative Review (AR)

SFA: Legacy Charter School

Site (s): Elementary and Parker Campuses

Date of On-Site AR: 12/14/2016

Areas needing Corrective Action (1)	Planned Corrective Action Activities (2)	Person(s) Responsible (3)	Timeframe (4)	Verification (5)
Resource Management- Pricing of Adult Meals	The SFA must increase the adult meal price to a minimum of \$3.55 for lunch.	Food Service Director, Student Support Services Director, and Executive Director	February 23, 2017	Submit documentation by published memo, printed menu or receipts of the lunch price increase for adult meals by February 23, 2017

Signature of SFA Representative:	Date:
Signature of School Foodservice Representative:	Date:
Signature of Administrative Reviewer:	Date: