



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

March 10, 2017

Dr. Tim Newman, Superintendent
Orangeburg Consolidated School District 4
6030 Slab Landing Road
PO Box 68
Cope, SC 29038

Dear Dr. Newman:

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 Heather Zwiker on February 14, 2017 through February 16, 2017. The findings of the review were discussed with Larry Wolfe, and Angela Robinson 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.*

Dr. Newman
Page 2 of 5
March 10, 2017

In addition to an evaluation of key SFA administrative processes and records for the review month of January 2017, the following schools: Carver-Edisto Middle School and Star Learning Center 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 Ms. Heather Zwiker at (803) 734-6049 or hzwiker@ed.sc.gov.

Sincerely,



Ronald F. Jones
Director, Office of Health and Nutrition

RJ/klw

Attachment

cc: Dr. Tim Newman, Superintendent
Mr. Larry Wolfe, Assistant Superintendent
Angela Robinson, CN Director
Heather Zwiker, Education Associate, SCDE, Office of Health and Nutrition
Donna Davis, District Services Interim Team Leader, SCDE, Office of Health and Nutrition



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

Administrative Review
of
Orangeburg Consolidated School District 4
Child Nutrition Programs

Conducted by
Heather Zwiker
Office of Health and Nutrition

February 14-16, 2017

Ronald F. 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.

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, Professional Standards, 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.

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.

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, and food safety.

Actual Performance: Based on evaluation of documentation and observations made during the onsite visitation, all success criteria were met with one (1) exception.

Finding: *Smart Snacks in School:* At Carver-Edisto Middle School the school holds fundraisers daily during the school day where the students may purchase food or beverages. Items sold in the school store are not Smart Snacks compliant. The school exceeded the observed state defined limit on fundraisers as of September 29, 2016. This is outside the control of district level administration.

Corrective Action: Submit an updated list of Smart Snack approved items that will be sold in the school store along with procedures for monitoring the store for continued compliance. If Carver-Edisto Middle School would like to request a waiver for additional fundraisers, submit an itemized list of fundraisers along with the proposed dates for approval to SCDE.

Closure

Upon completion of the Corrective Action Plan by the target date of April 10, 2017, please forward the required documentation to Ms. Heather Zwiker. Once your Corrective Action Plan has been approved, a final closure letter will then be mailed to you. If you have any questions concerning the review processes, please contact Ms. Heather Zwiker at (803) 734-6049 or hzwiker@ed.sc.gov.

Corrective Action Plan for Administrative Review (AR)

SFA: Orangeburg Consolidated School District 4

Date of On-Site AR: February 14-16, 2017

Areas needing Corrective Action (1)	Planned Corrective Action Activities (2)	Person(s) Responsible (3)	Timeframe (4)	Verification (5)
General Program Compliance – School Level At Carver-Edisto Middle School the school holds fundraisers daily during the school day where students may purchase food or beverages. Items sold in the school store are not Smart Snack compliant. The school exceeded the observed state defined limit on fundraisers as of September 29, 2016.	Submit an updated list of Smart Snack approved items that will be sold in the school store along with procedures for monitoring the store for continued compliance. If Carver-Edisto Middle School would like to request a waiver for additional fundraisers, submit an itemized list of fundraisers along with the proposed dates for approval to SCDE.	SFA Director and Principal	April 10, 2017	

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