STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

August 22, 2016

Mrs. Wanda Davis, Child Nutrition Director
Royal Live Oaks Academy
1398 Church Road
Hardeeville, SC 29927

RE: Upcoming Administrative Review of Child Nutrition Programs

Dear Mrs. Davis:

Federal regulations require periodic program reviews and compliance audits of every school food authority (SFA) (i.e. school districts, private and parochial schools, charter schools, or residential care institutions) participating in the National School Lunch Program and its related initiatives.

The South Carolina Department of Education (SCDE) is required to conduct an Administrative Review (AR) of every 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 and 210.19), South Carolina Code of Laws (59-1-310 and 43-168), and the program agreement executed between an SFA and the SCDE. The AR process provides a comprehensive evaluation of all child nutrition programs under the jurisdiction of USDA and SCDE.

The AR process contains both onsite and offsite components. This letter serves as notification that the onsite visitation for the AR process will take place on **February 22-23, 2017**. Ms. Tonza Thomas will serve as the Lead Reviewer. The offsite component will occur prior to this date.

Attached is a documentation checklist that highlights the information that will be evaluated during the AR process. Specific information regarding the offsite component of the process will be shared with the child nutrition program director/supervisor via separate correspondence and will be primarily managed through the South Carolina Automated Payment System (SCAPS). Based on the results of the offsite component, a final list of documentation needed for the onsite visitation will be provided. The Lead Reviewer will schedule an entrance conference and exit conference with you and any other staff you would like to attend the conferences.

You may contact your Lead Reviewer throughout the process to schedule telephone or onsite work sessions to address questions and concerns.

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If you have questions regarding the AR process, please contact Ms. Tonza Thomas at (803) 734-8204 or tthomas@ed.sc.gov.

Sincerely,

Benjamin Madden, SNS
Interim Director, Office of Health and Nutrition

BJM/tt

Attachments

cc: Mrs. Joyce Dalton, Director of Facilities, Royal Live Oaks Academy
Mrs. Dana Anderson, Bookkeeping Coordinator, Royal Live Oaks Academy
Ms. Tonza Thomas, Lead Reviewer, SCDE Office of Health and Nutrition
Ms. Thaisha Tate, District Services Team Leader, SCDE Office of Health and Nutrition

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ADMINISTRATIVE REVIEW (AR) DOCUMENTATION CHECKLIST

This checklist summarizes the information needed to complete the AR process.

Please note that all items may not be applicable to all school food authorities (SFA).

Additional details and due dates will be provided separately, to include the specific timeframes (review month, day of review, and/or week of review) that may apply.

General Program Operations

- Current approved SCDE-SFA Program Agreement
- Operating calendar for the current school year *
- Serving times for breakfast, lunch, and afterschool snacks *
- SFA annual onsite monitoring forms for all reviewed schools/sites
- SFA afterschool snack program monitoring forms for all reviewed schools/sites
- Records retention process
- Documentation of outreach efforts for breakfast and summer feeding programs
- Student and parent involvement records for all reviewed schools/sites
- Driving directions to SFA office and all reviewed schools/sites *

Free-and-Reduced Eligibility

- Current year applications and a blank copy of the application packet given to parents
- Current year SCAPS Direct Certification lists (DSS-PowerSchool match report) and all local documentation for other children identified as being in SNAP/TANF households
- Current year certified list of McKinney-Vento eligible homeless and runaway students
- Current year certified list of Migrant Education Program (MEP) eligible students
- Community Eligibility Provision (CEP) source documentation to support ISP data
- Benefit issuance document (roster) for all reviewed school/sites for the review month*
- Most current FNS-742 Verification Summary, to include all supporting documentation

Meal Counting and Claiming

- Source documents supporting the SFA's total reimbursement claim for review month *
- Edit check reports for review month at all reviewed schools/sites *
- Source documents for meal counts at reviewed schools during the onsite visitation *

Resource Management

- Financial records and source documents related to child nutrition program operations
- Cash management records for all reviewed schools/sites, to include daily cash reconciliations, deposit slips, bank statements, and general ledger postings for the review month
- USDA Paid Lunch Equity Tool
- Excessive operating balance plan
- USDA Non-Program Revenue Calculator

Civil Rights

- Discrimination complaint procedures for students and parents
- Discrimination complaints related to child nutrition program activities within the last 3 years and the current school year
- Process for accommodating students with special dietary needs
- Appropriate use of USDA non-discrimination statement on all child nutrition program materials, including menus, parental notification letters, and website content
- Annual training records for child nutrition program staff on civil rights requirements and complaint procedures, to include sign-in sheet and agenda
- Appropriate use of foreign language translations of program materials
- Appropriate use of the "And Justice for All" poster in serving areas
- Documentation showing that racial/ethnic data is collected (*for non PowerSchool users*)

Menus, Meal Patterns, and Nutrient Analysis

- Standardized recipes and production records for reviewed schools/sites for the review month, to include lunch, breakfast, afterschool snacks, and fresh fruit and vegetable programs
- Nutrition fact sheets
- Six Cents Certification Worksheet and/or other nutrient analysis for the review week (*if required as a result of findings in the offsite review component*)
- Signage indicating what constitutes a reimbursable meal for breakfast and lunch
- Current year Offer v. Serve policy and documentation of staff training

Wellness Policy and Competitive Foods

- Current wellness policy with committee roster
- SFA and/or school competitive food policy affecting reviewed schools/sites
- Nutritional information for all competitive foods and beverages sold to students during the school day on the campuses of reviewed schools/sites, to include vending machines, canteens, and school stores
- Smart Snacks exempt fundraiser checklists, summary reports, and waiver requests for all reviewed schools/sites

Food Safety/HACCP Plan

- Food safety/HACCP plan for all reviewed schools/sites, to include appropriate training records and local recordkeeping requirements
- Two most recent DHEC inspections for reviewed schools/sites or letters requesting the inspections

Important Note

* ***The reviewer will need a paper copy of these items for use during the onsite visitation and/or possible inclusion in the review file unless submitted via SCAPS.***