



**STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

February 28, 2017

Dr. Gerard Edwards, Principal
Spartanburg Charter School
385 S. Spring Street
Spartanburg, SC 29306

Dear Dr. Edwards:

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 Ms. Tonza Thomas on January 12-13, 2017. The findings of the review were discussed with Mr. Regan Budnick 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. Gerard Edwards
Page 2 of 6
February 28, 2017

In addition to an evaluation of key SFA administrative processes and records for the review month of September 2016, an onsite visitation was conducted.

We appreciate all of the assistance our staff received during the AR process. If you have any questions or concerns, please contact Ms. Thomas at (803) 734-8204 or tthomas@ed.sc.gov.

Sincerely,



Ronald F. Jones,
Director, Office of Health and Nutrition

RJ/dd:

Attachment

cc: Mr. Regan Budnick, Child Nutrition Director
Mrs. Donna Davis, Interim District Services Team Leader, SCDE, Office of Health and Nutrition



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

Administrative Review
of
Spartanburg Charter School
Child Nutrition Programs

Conducted by
Tonza Thomas
Office of Health and Nutrition

January 12-13, 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/School 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, Buy American, Professional Standards, School Breakfast and Summer Food Service Program outreach.

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

Civil Rights

The SFA did not have required written procedures or forms for receiving and handling Civil Rights complaints regarding child nutrition programs. In addition, the appropriate staff did not receive required Civil Rights training.

Local School Wellness Policy

The SFA did not review and/or update the local School Wellness Policy. The SFA was unable to provide a copy of the most recent assessment on the implementation of the Local School Wellness Policy. Documentation demonstrating the Local School Wellness Policy was made

available to the public was not provided as required by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA).

Professional Standards

Full-time staff did not meet training requirements. In addition, plan to meet requirements by the end of the school year was not provided.

Corrective Action:

Civil Rights

Submit Civil Rights written procedures and forms for receiving and handling Civil Rights complaints regarding child nutrition programs. In addition, complete Civil Rights training in InTeam and submit training certificates.

Local School Wellness Policy

Submit the agenda and attendance roster including when and where the Local School Wellness Policy was updated/revised. In addition, include revision date on Local School Wellness Policy. Complete and submit wellness assessment. Submit supporting documentation that Local School Wellness Policy was made available to the public via web address or distribution packet.

Professional Standards

Submit a timeline of planned training to meet the training requirements before the end of the current school year.

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 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.

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 district participates in Afterschool Snack Program at Pendleton Elementary. Based on 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 Mr. Regan Budnick acknowledging that you have received the Corrective Action Plan document and agree to its terms and conditions. The original copy of the signed document should be returned to Ms. Thomas by March 28, 2017.

Upon completion of the Corrective Action Plan by the target date of March 28, 2017, please forward the required documentation to Ms. Thomas. If you have any questions concerning the review processes, please contact Ms. Thomas at (803) 734-8204 or tthomas@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: Spartanburg Charter School

Site (s): Spartanburg Charter School

Date of On-Site AR: January 12-13, 2017

Areas needing Corrective Action (1)	Planned Corrective Action Activities (2)	Person(s) Responsible (3)	Timeframe (4)	Verification (5)
USDA Performance Standard 1 General Compliance: Civil Rights	Ensure written procedures and forms for receiving and handling Civil Rights complaints regarding child nutrition programs are available. In addition, ensure appropriate staff receives civil rights training annually.	Child Nutrition Director	March 28, 2017	Submit Civil Rights written procedures and forms for receiving and handling Civil Rights complaints regarding child nutrition programs. In addition, complete Civil Rights training in InTeam and submit training certificates.
USDA Performance Standard 1 General Compliance: Professional Standards	Ensure appropriate staff meets training requirements per professional standards annually. In addition ensure training is tracked accurately.	Child Nutrition Director	March 28, 2017	Submit a timeline of planned training to meet the training requirements before the end of the current school year.
USDA Performance Standard 1 General Compliance: Local Wellness Policy	Ensure the Local Wellness Policy is current and reviewed annually.	Executive Director, Child Nutrition Director	March 28, 2017	Submit the agenda and attendance roster including when and where the Local School Wellness Policy was updated/revised. In addition, include revision date on Local School Wellness Policy. Complete and submit wellness assessment. Submit supporting documentation that Local School Wellness Policy was made available to the public via web address or distribution packet.

Signature of SFA Representative:

Date:

Signature of School Foodservice Representative:

Date:

Signature of Administrative Reviewer:

Date: