



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

February 22, 2019

Ms. Yolanda Singleton, Director
Bethel African Methodist Episcopal Church
810 Woodrow Street
Columbia, SC 29205

Dear Ms. Singleton:

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). The findings of the review (to include a Corrective Action Plan, if applicable) were discussed 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:

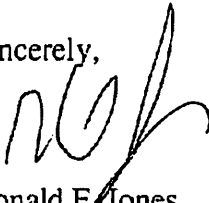
- Free and Reduced Price Meal Benefits Certification;
- Meal Access and Reimbursement;
- Resource Management;
- Nutritional Integrity of Meals and All Other Foods Sold in Schools; and
- Other Related Federal Programs.

Ms. Singleton
Page 2 of 6
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In addition to an evaluation of key SFA administrative processes and records, onsite visitation(s) were/was made 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 Carla Garland at 803-734-0518 or by email at cgarland@ed.sc.gov.

Sincerely,



Ronald F. Jones
Director, Office of Health and Nutrition

RFJ/clg

Attachment

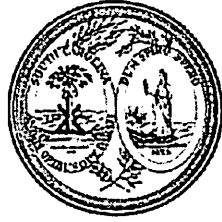
cc: Dr. Caesar R. Richburg, Senior Pastor, Bethel AME Church
Ms. Beverly Manigo, Board Chair, Bethel African Methodist Episcopal Church
Ms. LaSonya Ray, Business Manager, Bethel Learning Center
Ms. Christine Sanders, Program Coordinator, Bethel Learning Center
Donna Davis, District Services Team Leader, SCDE Office of Health and Nutrition
Carla Garland, Education Associate, SCDE Office of Health and Nutrition

Bethel Learning Center

On Site Review Dates: January 24-25, 2019

<u>Director:</u> Yolanda Singleton	<u>Telephone:</u> 803-779-1816 <u>Email:</u> ysingleton1922@gmail.com
<u>Lead Reviewer:</u> Carla L. Garland	<u>Telephone:</u> (803) 734-0518 <u>Email:</u> cgarland@ed.sc.gov
<u>Review Month:</u> December 2018	<u>Review Week:</u> December 3-7, 2018
<u>Pre Conference Date:</u> December 7, 2018 <u>Attendance:</u> 96	<u>Exit Conference Date:</u> January 25, 2019 <u>Attendance:</u> 87

Site Visited	Day of Review	Reviewer	Site Manager
Bethel Learning Center	January 24-25, 2019	Carla Garland	Yolanda Singleton
			Christine Sanders
			LaSonya Ray



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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.

Commendations: We commend the Bethel Learning Center staff for keeping their records organized and accessible for review.

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

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



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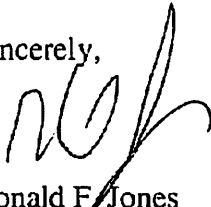
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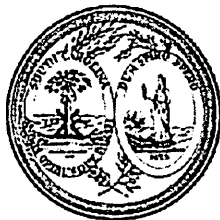
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Commendations: We commend the Bethel Learning Center staff for keeping their records organized and accessible for review.

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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

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

Key Functional Areas Covered: Civil rights, SFA onsite monitoring, Local School Wellness Policy and school meal environment, smart snacks, professional standards, water availability, Food Safety, storage, and Buy American, reporting and record keeping, food safety, School Breakfast and Summer Food Service Program outreach.

Actual Performance: Based on evaluation of documentation, exceptions were identified and are annotated on the attached Corrective Action Plan. The new director of Bethel Learning Center and the head cook have not obtained a food safety certification at the time of the review.

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 Bethel Learning Center 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: Meal components and quantities, offer versus serve, dietary specifications and nutrient analysis and certifying a School Food Authority for performance-based reimbursement.

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, food safety, storage and buy American.

Actual Performance: Based on evaluation of documentation and observations made during the onsite visitation, exceptions were identified and are annotated on the attached Corrective Action Plan. Bethel Learning Center accepted a product of China (mixed fruit) from their vendor.

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, this section is not applicable.

Other Federal Program Reviews

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

Key Functional Areas Covered: Afterschool Snack service, Seamless Summer Option, and Fresh Fruit and Vegetable Program.

Actual Performance: 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 for you to execute and return the attached Corrective Action Plan by March 18, 2019.

Upon completion of the Corrective Action Plan by the target date of March 18, 2019, please forward the required documentation to Carla Garland at (803) 734-0518 or by email at cgarland@ed.sc.gov. *Fiscal action is only required if the amount cited is above the \$600 threshold; therefore, no repayment of funds is required for this review.* Once your Corrective Action Plan has been approved, a final closure letter will then be mailed to you.

Corrective Action Plan (CAP) for Administrative Review (AR)

SFA: Bethel Learning Center

Date of On-Site AR: January 24-25, 2019

Date CAP due: March 18, 2019

Location SFA Office or Site (1)	Areas Needing Corrective Action (2)	On-Site Observation Federal Citation (3)	Required Corrective Action (4)	Fiscal Action (5)	Please List Person(s) Responsible Name/Title (6)
Bethel Learning Center	USDA Performance Standard 1 school Food Authority: Food Safety	<p>The newly appointed director did not obtain a food safety certification within 30 days of employment. Currently, there is not a staff member onsite that has food safety certification.</p> <p>FNS requires each SFA to ensure each participating school receive at least two food safety inspections each school year from the state or local agency responsible for these inspections. Typically, this is the local health department (7 CFR 210.13(b)).</p> <p>Additionally, the South Carolina Department of Environmental Control (DHEC) requires, at a minimum, that the SFA Food Service Director/Manager obtain food safety certification.</p>	<p>Ms. Yolanda Singleton, Director, must seek to obtain her ServSafe Certification. We are requesting that she sign up for a ServSafe Training class online or through SCDE. Once confirmed, please notify Ms. Garland and submit a copy of the certificate of completion.</p>	<p align="center">Not Applicable</p>	<p>Yolanda Singleton</p> <p>Christine Sanders</p>

Signature of SFA Representative:

Date:

Signature of School Foodservice Representative:

Date:

Signature of Administrative Reviewer:

Date:

SFA:

Date of On-Site AR:

Location SFA Office or Site (1)	Areas Requiring TA (2)	TA Received Supporting Documentation (3)	TA Provided by: Person Receiving TA: (4)
Minor Child Middle School	USDA Performance Standard 2 School Food Authority: Buy American Provision	<p>The SFA received a can of mix fruit located in its pantry manufactured in China.</p> <p>The Buy American provision applies to SFAs located in the 48 contiguous United States and is one of the procurement standards these SFAs must comply with when purchasing commercial food products served in the school meals programs. Although Alaska, Hawaii, and the U.S. territories are exempt from the Buy American provision, SFAs in Hawaii are required to purchase food products produced in Hawaii in sufficient quantities, as determined by the SFA, to meet school meal program needs per 7 CFR 210.21(d)(3). Likewise, SFAs in Puerto Rico are required to purchase food products produced in Puerto Rico in sufficient quantities, under 42 USC 1760(n)(4).</p> <p>Section 12(n) of the NSLA defines "domestic commodity or product" as an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially using agricultural commodities produced in the U.S. Report language accompanying the legislation noted that "substantially means over 51% from American products." Therefore, over 51% of the final processed product (by weight or volume) must consist of agricultural commodities that were grown domestically. Thus, for foods that are unprocessed, agricultural commodities must be domestic, and for foods that are processed, they must be processed domestically using domestic agricultural food components that are comprised of over 51% domestically grown items, by weight or volume as determined by the SFA.</p>	<p>Provided by: <u>Carla Garland</u></p> <p>Received by: <u>Yolanda Singleton</u> and <u>Christine Sanders</u></p>