



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

January 31, 2019

SENT VIA CERTIFIED MAIL

Dr. Steve Wilson, Superintendent
Calhoun County School District
125 Herlong Ave.
St. Matthews, SC 29135

Dear Dr. Wilson:

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:

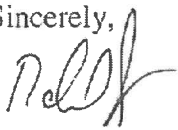
- Free and Reduced Price Meal Benefits Certification;
- Meal Access and Reimbursement;
- Resource Management;

- Nutritional Integrity of Meals and All Other Foods Sold in Schools; and
- Other Related Federal Programs.

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 your lead reviewer.

Sincerely,



Ronald F. Jones
Director, Office of Health and Nutrition

RFJ/hz

Attachment

cc: Whittaker Williams, Child Nutrition Program Director
Donna Davis, District Services Team Leader, SCDE Office of Health and Nutrition
Heather Zwiker, Education Associate, SCDE Office of Health and Nutrition
Josh Kixmiller, Education Associate, SCDE Office of Health and Nutrition
Stanley Montgomery, Fiscal Analyst III, SCDE, Office of Grants Accounting

Calhoun County School District

On Site Review Dates:

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| <u>Director:</u> Whittaker Williams | <u>Telephone:</u> (803) 655-7393 <u>Email:</u> wwilliams@ccpsonline.net |
| <u>Lead Reviewer:</u> Heather Zwiker | <u>Telephone:</u> (803) 734-6049 <u>Email:</u> hzwiker@ed.sc.gov |
| <u>Review Month:</u> September | <u>Review Week:</u> September 24-28 |
| <u>Pre Conference Date:</u> Declined visit, called on September 27, 2018. <u>Attendance:</u> Heather Zwiker and Whittaker Williams | <u>Exit Conference Date:</u> October 26, 2018 <u>Attendance:</u> Sky Strickland, Whittaker Williams, Dr. Steve Wilson, Josh Kixmiller, Heather Zwiker |

| Site Visited | Day of Review | Reviewer | Site Manager |
|----------------------|------------------|----------------------------------|---------------------|
| Sandy Run Elementary | October 25, 2018 | Heather Zwiker Josh Kixmiller | Mrs. Kenisha Lawton |
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STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION
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, exceptions were identified and are annotated on the attached Corrective Action Plan.

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, exceptions were identified and are annotated on the attached Corrective Action Plan.

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.

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 Sandy Run Elementary 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, exceptions were identified and are annotated on the attached Corrective Action Plan.

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, exceptions were identified and are annotated on the attached Corrective Action Plan.

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.

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

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: The Fresh Fruit and Vegetable Program will be evaluated at another time. The SFA had not started at the time of the Administrative Review.

Closure

The next step of the AR Process is for you to execute and return the attached Corrective Action Plan by February 28, 2019.

Pursuant to USDA guidelines (7-CFR-210.18(p) for State agency findings and 7-CFR 210.29(d)(3) for FNS findings) and procedures established by the SCDE, an SFA has the right to appeal any adverse administrative and/or fiscal action initiated by the SCDE Office of Health and Nutrition. Should you wish to appeal this action, you must do so in writing. Appeals must include the specific grounds for your petition and any supporting documentation that would warrant further consideration. Otherwise, your right to appeal shall be denied. Please submit the appeal via Certified Mail within fifteen (15) calendar days of receiving this notification to the following address:

Ronald F. Jones, Director
Office of Health and Nutrition
SC Department of Education
1429 Senate Street, Room 700
Columbia, SC 29201

Subject to a decision to appeal these findings, please remit a check, payable to the South Carolina Department of Education, for \$36,849.70. The check should be sent to the

attention of Stanley Montgomery in the SCDE Office of Grants Accounting within fifteen (15) calendar days of receiving this report. Upon receipt of the check and any required corrective action documentation, the review will be closed.

Upon completion of the Corrective Action Plan by the target date of February 28, 2019, please forward the required documentation to Heather Zwiker. 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: Calhoun

Date of On-Site AR: October 25, 2018

Date CAP due: February 28, 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) |
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| SFA Office | USDA Performance Standard 1 Resource Management: Non-program Revenue | <p>Upon request of the non-program food revenue tool, it was found that the SFA had not completed one. The SFA must complete the non-program foods revenue tool annually, to effectively evaluate the profitability of non-program foods sold to participants.</p> <p>Once SY 16-17 Non-program Foods Revenue was completed, it was discovered that the SFA was not compliant with the non-program foods revenue tool federal regulations. The SFA fell short of compliance in the amount of \$44,194.35</p> <p>210.14 (f) (1-3) (i) <i>Definition of non-program foods. For the purposes of this paragraph, non-program foods are those foods and beverages: (i) Sold in a participating school other than reimbursable meals and meal supplements; and (ii) Purchased using funds from the nonprofit school food service account.</i> (2) <i>Revenue from non-program foods. The proportion of total revenue from the sale of non-program foods to total revenue of the school food service account shall be equal to or greater than: (i) The proportion of total food costs associated with obtaining non-program foods to (ii) The total costs associated with obtaining program and non-program foods from the account.</i> (3) <i>All revenue from the sale of non-program foods shall accrue to the nonprofit school food service account of a participating school food authority.</i></p> | The SA and SFA will work together in completing the nonprogram foods revenue tool for school year 16-17. The SFA must submit the nonprogram foods revenue tool for 17-18 as evidence of compliance for the most recent school year. Additionally, the SFA must draft a plan to continue compliance for future school years. | | |
| SFA Office | USDA Performance Standard 1 General Program Compliance: | <p>Civil Rights training records for 2017-18 SY were unavailable. Not kept for the 3 years plus current.</p> <p>210.23 (b) <i>Civil rights. In the operation of the Program, no child shall be denied benefits or be otherwise discriminated against because of race, color, national origin, age, sex, or disability. State agencies and school food authorities shall comply with the requirements of: Title VI of</i></p> | The SFA must draft, and submit, a plan to ensure compliance for the remainder of this school year, and future school years. | | |

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| | Civil Rights | <p>the Civil Rights Act of 1964; title IX of the Education Amendments of 1972; section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Department of Agriculture regulations on nondiscrimination (7 CFR parts 15, 15a, and 15b); and FNS Instruction 113-1.</p> <p>DR 4120-001 (6)(c)(1)(a) annual mandatory and supplemental civil rights training to their respective employees, managers and supervisors, and civil rights practitioners pursuant to the OASCR-approved final annual civil rights training plan.</p> <p>210.23 (C) Retention of records. State agencies and school food authorities may retain necessary records in their original form or on microfilm. State agency records shall be retained for a period of 3 years after the date of submission of the final Financial Status Report for the fiscal year. School food authority records shall be retained for a period of 3 years after submission of the final Claim for Reimbursement for the fiscal year. In either case, if audit findings have not been resolved, the records shall be retained beyond the 3-year period as long as required for the resolution of the issues raised by the audit.</p> <p>CFR § 200.333 Retention requirements for records. Financial records, supporting documents, statistical records, and all other <u>non-Federal entity</u> records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the <u>Federal awarding agency or pass-through entity</u> in the case of a <u>subrecipient</u>. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities.</p> | | | |
| SFA Office | <p>USDA Performance Standard 1 Resource Management:</p> <p>Counting and Claiming On-site Monitoring</p> | <p>Upon review of the on-site monitoring form it was found that the SFA is not accurately completing the form to reflect the program guidelines. The SFA inputted "NA" responses in questions 4 a. and c. along with question 17 l and n. These particular questions require that policies and procedures are in place.</p> <p>According to 7 CFR 210.18(E)(iii), The State agency must ensure that the school food authority conducts on-site reviews of each school under its jurisdiction, as required by §§ 210.8(a)(1) and 220.11(d) of this chapter, and monitors claims and readily observable general areas of review in accordance with §§ 210.8(a)(2) and (a)(3), and 220.11(d) of this chapter.</p> | The SFA must draft, and provide, a plan to ensure compliance for the remainder of this school year, and future school years. | | |

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| SFA Office | <p>USDA Performance Standard 1 General Compliance:</p> <p>Local Wellness Policy</p> | <ol style="list-style-type: none"> 1. Policy submitted to our office has no date on verifying that the School Board approved the policy. 2. The policy submitted to our office is not the one on line http://images.pcmac.org/Uploads/CalhounCountySC/CalhounCountySC/Departments/DocumentsCategories/Documents/Policy-ADF%20School%20Wellness_%7B51S9847A5D585EF%7D.pdf 3. The policy on line was last updated in 6/20/2016 prior to the July 2016 deadline when USDA's issued the final rule on wellness policies. 4. The following statement is vague and does not meet the marketing and promotion guidelines required by USDA (see attachment). "Advertising messages and promotional activities will be consistent with and reinforce the objectives of the education and wellness policy goals of the board and individual schools." What is the education and wellness policy goals of the board and individual schools? 5. The following statement references EFE, Competitive Food Sales/Vending Machines, but I could not find this document in your policy. "Food items sold in fundraisers that meet the nutrition requirements are not limited. The number of fundraisers exempt from the nutrition requirements will be determined by the South Carolina Department of Education. For additional information regarding district fundraisers, refer to administrative rule EFE, Competitive Food Sales/Vending Machines. 6. Schools will not use foods or beverages as rewards for academic performance or good behavior without approval from the superintendent or his/her designee and will not withhold food or beverages as a punishment. 7. The individual having leadership for Calhoun County's Wellness Policy has not been identified. Nor is there any mention of the committee meeting or reporting requirements as outlined on USDA requirements https://fns-prod.azureedge.net/sites/default/files/tm/LWPsummary_finalrule.pdf as well as SC's Student Health and Fitness Act. 8. Put the correct policy on the website. It would be accessible to everyone if placed on both the district and Nutrition Services' webpage as some students may not eat school meals; therefore, those parents may not access Nutrition Services webpage. 9. It is paramount that you attend the December 5, 2018 State Technical Assistance Meeting that will be held in Columbia at the State Department of Education. Hands-on experience will be provided on assessing, monitoring, implementing and evaluating the wellness policy. You should have received an invitation from Dr. Juanita Bowens via email on 10/25/2018. If you have any questions, about the wellness component of your administrative review, please contact Dr. Bowens. 10. I have also attached the School Board Association's Model Policy for your convenience. Please let me know if you need any assistance. | <p>Submit the updated Local School Wellness Policy to include revision date.</p> <p>Submit supporting documentation that Local School Wellness Policy was made available to the public via web address, distribution packet, or email.</p> <p>Director attended the December 5, 2018 State Technical Assistance Meeting.</p> | |
| <p>210.18(x) Local school wellness. The State agency shall ensure the local educational agency complies with the local school wellness requirements set forth in §210.30.</p> | | | | |

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| SFA Office | USDA Performance Standard 1 General Compliance: Professional Standards | 210.12(e) Local school wellness policies. Local educational agencies must comply with the provisions of §210.30(d) regarding student, parent, and community involvement in the development, implementation, and periodic review and update of the local school wellness policy. | On the off-site the Director indicates that hours are being tracked annually. However, the current tracker is not tracking the hours. It is only tracking the classes. Discussed adding an hour's column to the Excel training tracker being used. <i>Federal Register, Vol. 80, No. 40. Each school year, must complete at least 15 hours of annual continuing education/training in core areas, such as nutrition, operations, administration, communications, and marketing. Additional hours and topics may be specified by FNS annually, as necessary.</i> <i>CFR 210.30(g) School food authority oversight. Each school year, the school food authority director must document compliance with the requirements of this section for all staff with responsibility for school nutrition programs, including directors, managers, and staff. Documentation must be adequate to establish, to the State's satisfaction during administrative reviews, that employees are meeting the minimum professional standards. The school food authority must certify that:</i> <i>(1) The school nutrition programs director meets the hiring standards and training requirements set forth in paragraph (b) of this section; and</i> <i>(2) Each employee has completed the applicable training requirements in paragraphs (c) and (d) of this section no later than the end of each school year.</i> <i>CFR 210.18(h)(2)(E)(ix) Professional standards. The State agency shall ensure the local educational agency and school food authority complies with the professional standards for school nutrition program directors, managers, and personnel established in §210.30.</i> | The SFA must draft, and provide, a plan to ensure compliance for the remainder of this school year, and future school years. | |
| SFA Office | USDA Performance Standard 1 General Compliance: Food Safety | Missing sections in the HACCP plan: Corrections 2-7, Verification 2-8 and Employee training 2-9. Outdated Production Record forms being used in the school and district office. <i>SC Food Program Reference Manual, Chapter 30, pg. 2. Each SFA must have a comprehensive food safety program with a written plan for every school food preparation and service site. South Carolina schools must write their food safety plan using the guidance provided by Dr. Angela Fraser, Associate Professor/Food Safety Education Specialist, Clemson University at the following web site:</i> <u>http://www.foodsafetysite.com/foodservice/conducting/SCSchoolsHome</u> | The SFA must draft, and provide, a plan to ensure compliance for the remainder of this school year, and future school years. | | |

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| SFA Office | USDA Performance Standard 1 General Compliance: Reporting and Record Keeping | <p>Upon request of the non-program foods revenue tool it was discovered that the SFA had not been retaining records of the non-program foods revenue tool.</p> <p><i>CFR § 200.333 Retention requirements for records. Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities.</i></p> | Provide written assurance that the SFA will comply with the record keeping and reporting requirements set forth by the USDA. | | |
| SFA Office | USDA Performance Standard 1 School Food Authority Meal Counting and Claiming | <p>A. SFA does not have a consistent method for entering Counting and Claiming into SCAPS. The SFA was sometimes breaking out free vs. paid meals and only claiming the "free" meals and not the "paid" meals (100% CEP), and sometimes they claimed both free and paid meals. This error was also noted on the previous AR.</p> <p>B. Counting and Claiming is not being implemented properly for Breakfast in the Classroom (BIC). Teachers are in the hallway talking and students are not taking a reimbursable meal. When asked how they know who ate and what the students took one teacher responded, "We just know who eats breakfast."</p> <p><i>CFR 245.9(f). Community eligibility. The community eligibility provision is an alternative reimbursement option for eligible high poverty local educational agencies. Each CEP cycle lasts up to four years before the LEA or school is required to recalculate their reimbursement rate. LEAs and schools have the option to recalculate sooner, if desired. A local educational agency may elect this provision for all of its schools, a group of schools, or an individual school. Participating local educational agencies must offer free breakfasts and lunches for the length of their CEP cycle, not to exceed four successive years, to all children attending participating schools and receive meal reimbursement based on claiming percentages, as described in paragraph (f)(4)(v) of this section.</i></p> <p><i>(v) Free and paid claiming percentages. Reimbursement is based on free and paid claiming percentages applied to the total number of reimbursable lunches and breakfasts served each month, respectively. Reduced price students are accounted for in the free claiming percentage, eliminating the need for a separate percentage.</i></p> | <p>Provide written assurance, and documentation, showing that the SFA is in compliance with the District CEP claiming percentage, and has a consistent method for entering Counting and Claiming.</p> <p>Review Period: NSLP \$4,230.00 SBP \$2,351.55</p> <p>Day of Review: NSLP \$3,708.00 SBP \$988.20</p> <p>Total \$11,277.75</p> | | |
| Sandy Run Elementary | USDA Performance Standard 2 Nutritional Quality and | <p>Breakfast in the Classroom (BIC)</p> <p>A. Only 1% white milk was offered during BIC observation. Must provide a variety of milk.</p> <p>i. Production records appear to only show milk on days when cereal is served.</p> | <p>The SFA must draft, and provide, a plan to ensure compliance for the remainder of this school year, and future school years.</p> | BIC Sept. \$15,401.58 Oct. \$22,540.62 Nov. | |

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| | <p>Meal Pattern – School Level</p> <p>Meal Components and Quantities</p> | <p>ii. During a follow up visit on November 9, 2018, Sandy Run Elementary was not offering any milk.</p> <p>iii. During follow up visit when asked why milk wasn't being served stated that milk wasn't on the menu.</p> <p><i>SC Food Program Reference Manual, Chapter 19, pg. 23. Schools must offer two varieties of fluid milk daily.</i></p> <p><i>Statutory Authority: Students Health and Fitness Act, 2005 S.C. Acts 59 and S.C. Code Ann. Section 59-5-60 (2004)) Offer a minimum of two milk choices for all grade levels at breakfast and lunch.</i></p> <p><i>7 CFR 210.10 (6)(d)(i). Schools must offer students a variety (at least two different options) of fluid milk. All milk must be fat-free or low-fat. Milk with higher fat content is not allowed. Fat-free fluid milk may be flavored or unflavored, and low-fat fluid milk must be unflavored. Low fat or fat-free lactose-free and reduced-lactose fluid milk may also be offered.</i></p> <p>See Dietary Specifications finding for additional CFR references on milk.</p> | | <p>\$263.22</p> <p>Total</p> <p>\$38,205.42</p> | |
| Sandy Run Elementary | <p>USDA Performance Standard 2 Nutritional Quality and Meal Pattern – School Level</p> <p>Offer vs Serve</p> | <p>BIC: Students not being shown or told what to take and teachers' not observing breakfast in some of the classrooms. Teachers did say they had received training, but were not watching or directing. One teacher said "We just know who eats breakfast." Consequently, students are not taking the required number of items.</p> <p><i>Offer Versus Serve Manual</i></p> <p><i>Pg. 4. Students, servers and cashiers must be able to identify what constitutes a reimbursable meal. The NSLP regulation at 7 CFR 210.10(a)(2) requires that schools identify, near or at the beginning of serving lines, what foods constitute unit priced reimbursable meals. Schools using OVS must also identify what a student must select in order to have a reimbursable meal under OVS.</i></p> <p><i>Pg. 7. If a student does not select the required food components food items in the required quantities, the meal is not reimbursable. Therefore, the school may charge the student à la carte prices for each item selected. As previously discussed, in order to avoid problems at the point of service, schools are expected to conduct training for cashiers and serving line staff so they can help students select reimbursable lunches and breakfasts.</i></p> | <p>The SFA must draft, and provide, a plan to ensure compliance for the remainder of this school year, and future school years.</p> | | |
| Sandy Run Elementary | <p>USDA Performance Standard 2 Nutritional</p> | <p>Dietary Specification and Meal Pattern</p> <p>Nutritional Quality and Meal Pattern – School Level (Dietary Specifications)</p> <p>violations were also noted during the previous Administrative Review in 2016.</p> | <p>The SFA must draft, and provide, a plan to ensure compliance for the remainder</p> | | |

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| <p>Quality and Meal Pattern – School Level</p> <p>Dietary Specifications</p> | <p>Lunch – 6 Cent Compliance</p> <p>A. 6 Cent Worksheet, or other accepted nutrient analysis, was not completed prior to serving the menu.</p> <p>B. Production Records:</p> <ul style="list-style-type: none"> i. Multiple versions of production records reading differently. ii. Milk not showing on most days on the menu and production records. iii. No milk shown on Production Records. <p>C. CN labels were not available.</p> <p><i>CFR 210.18 (A). Review menu and production records for the reviewed schools for a minimum of one school week (i.e., a minimum number of three consecutive school days and a maximum of seven consecutive school days) from the review period. Documentation, including food crediting documentation, such as food labels, product formulation statements, CN labels and bid documentation, must be reviewed to ensure compliance with the lunch and breakfast meal patterns. If the documentation review reveals problems with food components or quantities, the State agency must expand the review to, at a minimum, the entire review period.</i></p> <p><i>(1) Fiscal action. The State agency must take fiscal action for all Performance Standard 1 violations and specific Performance Standard 2 violations identified during an administrative review as specified in this section. Fiscal action must be taken in accordance with the principles in §210.19(c) and the procedures established in the FNS Administrative Review Manual. The State agency must follow the fiscal action formula prescribed by FNS to calculate the correct entitlement for a school food authority or a school. While there is no fiscal action required for general area violations, the State agency has the ability to withhold funds for repeat or egregious violations occurring in the majority of the general areas as described in paragraph (k)(1)(iv).</i></p> <p><i>(1) Performance Standard 1 violations. A State agency is required to take fiscal action for Performance Standard 1 violations, in accordance with this paragraph and paragraph (1)(3).</i></p> <p><i>(i) For certification and benefit issuance errors cited under paragraph (g)(1)(i) of this section, the total number of free and reduced price meals claimed must be adjusted to according to procedures established by FNS.</i></p> <p><i>(ii) For meal counting and claiming errors cited under paragraph (g)(1)(ii) of this section, the State agency must apply fiscal action to the incorrect meal counts at the school food authority level, or only to the reviewed schools where violations were identified, as applicable.</i></p> | <p>of this school year, and future school years.</p> <p>Provide 6 Cent Compliance Worksheet for lunch that matches the September menu, and completed nutritional.</p> <p>Lunch</p> <p>Sept. \$323.22</p> <p>Oct. \$498.36</p> <p>Nov. \$438.18</p> <p>Total: \$1,259.76</p> <p>[Plus Seamless Summer Option (SSO) fiscal action. See SSO letter.</p> <p>Total \$8,662.27]</p> <p>Total</p> <p>\$48,127.45</p> <p>Taking out the under claim amount \$11,277.75</p> <p>Grand Total</p> <p>includes BIC and SSO.</p> <p>\$36,849.70</p> |
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(2) Performance Standard 2 violations. Except as noted in paragraphs (1)(2)(iii) and (1)(2)(iv) of this section, a State agency is required to apply fiscal action for Performance Standard 2 violations as follows:

(i) For missing food components or missing production records cited under paragraph (g)(2) of this section, the State agency must apply fiscal action.

(ii) For repeated violations involving milk type and vegetable subgroups cited under paragraph (g)(2) of this section, the State agency must apply fiscal action as follows:

(A) If an unallowable milk type is offered or there is no milk variety, any meals selected with the unallowable milk type or when there is no milk variety must also be disallowed/reclaimed.

(iv) For repeated violations of calorie, saturated fat, sodium, and trans fat dietary specifications cited under paragraph (g)(2)(ii) of this section, the State agency has discretion to apply fiscal action to the reviewed school as follows:

(B) Fiscal action is limited to the school selected for the targeted menu review and must be supported by a nutrient analysis of the meals at issue using USDA-approved software.

(v) The following conditions must be met prior to applying fiscal action as described in paragraphs (1)(2)(ii) through (iv) of this section:

(C) The school food authority remains noncompliant with the meal requirements established in part 210 and part 220 of this chapter.

(3) (ii) Other Performance Standard 1 and Performance Standard 2 violations. With the exception of violations described in paragraph (1)(3)(i) of this section, a State agency may limit fiscal action from the point corrective action occurs back through the beginning of the review period for errors.

(A) If corrective action occurs during the on-site review month or after, the State agency would be required to apply fiscal action from the point corrective action occurs back through the beginning of the on-site review month, and for the review period.

(4) Performance-based cash assistance. In addition to fiscal action described in paragraphs (1)(2)(i) through (v) of this section, school food authorities found to be out of compliance with the meal patterns or nutrition standards set forth in § 210.10 may not earn performance-based cash assistance authorized under §

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| Sandy Run Elementary | Performance Standard 2 General Program Compliance – School Level Food Safety | <p>210.4(b)(1) unless immediate corrective action occurs. School food authorities will not be eligible for the performance-based reimbursement beginning the month immediately following the administrative review and, at State discretion, for the month of review. Performance-based cash assistance may resume beginning in the first full month the school food authority demonstrates to the satisfaction of the State agency that corrective action has taken place.</p> | <p>Chemicals were stored next to food preparation areas.</p> <p>BBQ pork was thawing on the counter. Informed of proper thawing procedures.</p> <p>USDA Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles. The SFA's overall food safety program must include a written plan for each individual school in the SFA and be based on Hazard Analysis and Critical Control Point (HACCP) principles.</p> <p>SCDE HACCP Binder 2, Section 4. Storage Conditions – Store cleaning supplies and other chemicals separate from all food, equipment, dishes, utensils, linens, and single-use items.</p> <p>SCDE HACCP Binder 2, Section 5. One of the following methods is used to thaw frozen foods that are potentially hazardous: in a refrigerator that is at 41 °F or colder. Thaw raw meats, raw poultry, and raw fish on the lowest shelf; during the cooking process; in a microwave oven immediately followed by cooking; and under cold running water only under emergency conditions.</p> | <p>The SFA must draft, and provide, a plan to ensure compliance for the remainder of this school year, and future school years.</p> | | |
| Signature of SFA Representative: | | | Date: | | | |
| Signature of School Foodservice Representative: | | | Date: | | | |
| Signature of Administrative Reviewer: | | | Date: | | | |