



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

December 18, 2018

Mr. Stewart Weinberg
Board Chair
Mevers School of Excellence
7750 Henry E. Brown Blvd
Goose Creek, SC 29445

Dear Mr. Weinberg:

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:

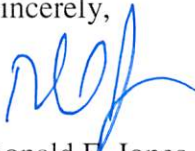
- Free and Reduced Price Meal Benefits Certification;
- Meal Access and Reimbursement;
- Resource Management;
- Nutritional Integrity of Meals and All Other Foods Sold in Schools; and
- Other Related Federal Programs.

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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 your lead reviewer.

Sincerely,



Ronald F. Jones
Director, Office of Health and Nutrition

RFJ/tt

Attachment

cc: Ms. Esmeralda Rivera, Food Service Director
Donna Davis, District Services Team Leader, SCDE Office of Health and Nutrition
Tonza Thomas, Education Associate, SCDE Office of Health and Nutrition

Mevers School of Excellence
November 28-29, 2018

<u>Director</u> : Esmeralda Rivera	<u>Telephone</u> : (704)886-2158 <u>Email</u> : erivera1@charterschoolsusa.com
<u>Lead Reviewer</u> : Tonza Thomas	<u>Telephone</u> : (803)734-8204 <u>Email</u> : tthomas@ed.sc.gov
<u>Review Month</u> : October 2018	<u>Review Week</u> : October 22-26, 2018
<u>Pre Conference Date</u> : September 21, 2018 <u>Attendance</u> : Esmeralda Rivera	<u>Exit Conference Date</u> : November 29, 2018 <u>Attendance</u> : Esmeralda Rivera

Site Visited	Day of Review	Reviewer	Site Manager
Mevers School of Excellence	November 28-29, 2018	Tonza Thomas	Esmeralda Rivera



STATE OF SOUTH CAROLINA
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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, 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. 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: 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, 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, exceptions were identified and are annotated on the attached Corrective Action Plan.

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: Not applicable.

Closure

The next step of the AR Process is for you to execute and return the attached Corrective Action Plan by February 8, 2019.

Upon completion of the Corrective Action Plan by the target date of February 8, 2019, please forward the required documentation to Tonza Thomas. 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: Mevers School of Excellence

Date of On-Site AR: November 28-29, 2018

Date CAP due: February 8, 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)
	USDA Performance Standard 1 School Food Authority: Certification and Benefit Issuance	The SFA did not use the correct conversion factors on three processed applications that indicated more than one income frequency. 245.6 (c) (4) <i>Application, eligibility and certification of children for free and reduced price meals and free milk.</i> (4) Calculating income. The local educational agency must use the income information provided by the household on the application to calculate the household's total current income. When a household submits an application containing complete documentation, as defined in § 245.2, and the household's total current income is at or below the eligibility limits specified in the Income Eligibility Guidelines as defined in § 245.2, the children in that household must be approved for free or reduced price benefits, as applicable.	SFA corrected the benefit issuance status in the POS system immediately and notified households of updated benefit issuance status. In addition, the determining official must complete Applications for Managers Course and Post Test through inTEAM and submit the certificate of completion.		
	USDA Performance Standard 1 Resource Management: Non-program Revenue	SFA did not use the USDA nonprogram food revenue tool to calculate compliance with the revenue from nonprogram foods. 210.14 (f)(1-3)(1) <i>Definition of non-program foods.</i> 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. (2) 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. (3) All revenue from the sale of non-program	SFA must complete and submit the nonprogram foods revenue tool.		

		foods shall accrue to the nonprofit school food service account of a participating school food authority.			
	USDA Performance Standard 2 South Carolina Student Health and Fitness Act: K-5 Standards	<p>Although the menu reflected compliance with K-5 standards, the submitted food production records did not reflect the second entrée offered.</p> <p>43-168 (A)(1) <i>Nutrition Standards for Elementary Schools (K-5) School Food Service Meals and Competitive Foods.</i> (Statutory Authority: <i>Students Health and Fitness Act, 2005 S.C. Acts 59 (to be codified at S.C. Code Ann. § 59-1-310) and S.C. Code Ann. § 59-5-60 (2004))</i> A. School food service meals should be made attractive to students by appealing to their taste preferences and meeting their cultural needs. Therefore, school districts must: 1. Offer a choice of entrées at lunch-a minimum of two in elementary (K-5) schools (one choice may be an entrée salad).</p>	The SFA must submit a menu and production records for January 14-18, 2019. In addition, the manager must complete Food Production Record Course and Post Test through inTEAM and submit the certificate of completion.		

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

Location SFA Office or Site (1)	Areas Requiring TA (2)	TA Received Supporting Documentation (3)	TA Provided by: Person Receiving TA: (4)
Mevers School of Excellence	<p>USDA Performance Standard 1 School Food Authority:</p> <p>RMCR - Revenue From Nonprogram Foods</p>	<p>SFA did not use the USDA nonprogram food revenue tool to calculate compliance with the revenue from nonprogram foods. SFA was provided with the nonprogram food revenue tool.</p> <p>210.14 (f)(1-3)(1) <i>Definition of non-program foods.</i> 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.(2) 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. (3) All revenue from the sale of non-program foods shall accrue to the nonprofit school food service account of a participating school food authority.</p>	<p>Provided by: <u>Tonza Thomas</u></p> <p>Received by: <u>Esmeralda Rivera , Regional Operations Specialist</u></p>
Mevers School of Excellence	<p>USDA Performance Standard 1 School Food Authority:</p> <p>100 - Certification and Benefit Issuance</p>	<p>The SFA did not use the correct conversion factors on three processed applications that indicated more than one income frequency. Determining official was provided with inTEAM login credentials to complete required training</p> <p>245.6 (c) (4) <i>Application, eligibility and certification of children for free and reduced price meals and free milk.</i> (4)Calculating income. The local educational agency must use the income information provided by the household on the application to calculate the household's total current income. When a household submits an application containing complete documentation, as defined in § 245.2, and the household's total current income is at or below the eligibility limits specified in the Income Eligibility Guidelines as defined in § 245.2, the</p>	<p>Provided by: <u>Tonza Thomas</u></p> <p>Received by: <u>Esmeralda Rivera , Regional Operations Specialist</u></p>

	children in that household must be approved for free or reduced price benefits, as applicable.	
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