



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

April 17, 2019

Ms. Latonya Reed, Director
SC Office of Adjutant General
South Carolina Youth Challenge Academy
5471 Leesburg Road, Building 3892
Eastover, SC 29044

Dear Ms. Reed:

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:

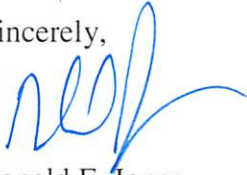
Ms. Reed
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- Free and Reduced Price Meal Benefits Certification;
- Meal Access and Reimbursement;
- Resource Management;
- Nutritional Integrity of Meals and All Other Foods Sold in Schools; and
- Other Related Federal Programs.

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/rak

Attachment

cc: Passion Bowman, Child Nutrition Program Director
Donna Davis, District Services Team Leader, SCDE Office of Health and Nutrition
Rebecca Kenner, Education Associate, SCDE Office of Health and Nutrition

South Carolina Youth Challenge Academy

On Site Review Dates: 3/19/2019

<u>Director:</u> Passion Bowman	<u>Telephone:</u> (803) 299-4888 <u>Email:</u> Bowmanp@tag.scmd.state.sc.us
<u>Lead Reviewer:</u> Rebecca Kenner	<u>Telephone:</u> (803) 734-9818 <u>Email:</u> rkenner@ed.sc.gov
<u>Review Month:</u> February	<u>Review Week:</u> February 3-9, 2019
<u>Pre Conference Date:</u> October 11, 2018 <u>Attendance:</u> Passion Bowman, Matthew Jacobs, Robin Taylor and Rebecca Kenner	<u>Exit Conference Date:</u> <u>Attendance:</u> Passion Bowman and Rebecca Kenner

Site Visited	Day of Review	Reviewer	Site Manager
SCYCA Dining Hall	March 19, 2019	Rebecca Kenner	Passion Bowman



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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.

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.

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 SCYCA Dining Hall 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: 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 May 15, 2019.

Upon completion of the Corrective Action Plan by the target date of May 15, 2019, please forward the required documentation to Rebecca Kenner. 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: Office of Adjutant General SC Youth Challenge Academy

Date of On-Site AR: March 19, 2019

Date CAP due: May 16, 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 General Compliance: Local Wellness Policy	The SFA must ensure that the Local Wellness policy meets the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) regulations as well as USDA meal pattern requirements. The SFA did not notify potential stakeholders of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy. 210.18(x) <i>Local school wellness.</i> The State agency shall ensure the local educational agency complies with the local school wellness requirements set forth in §210.30. 210.12(e) <i>Local school wellness policies.</i> 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.	Please submit a written proposal of how SCYCA intends to notify the public in the future.		

Signature of SFA Representative:

Date:

Signature of School Foodservice Representative:

Date:

Signature of Administrative Reviewer:

Date:

Technical Assistance (TA) for Administrative Review (AR)

SFA: Office of Adjutant General SC Youth Challenge Academy

Date of On-Site AR: March 19, 2019

Location SFA Office or Site (1)	Areas Requiring TA (2)	TA Received Supporting Documentation (3)	TA Provided by: Person Receiving TA: (4)
SCYCA Dining Hall	USDA Performance Standard 2 School Food Authority: 400 - Meal Components and Quantities - Breakfast	French toast sent for breakfast service was not the usual variety and did not meet the WGR requirement. Bowman notified the DFAC and sent back the French toast. Whole grain pancakes were sent as a sub item. This was an acceptable substitution. All corrections were made on site and no further action is needed.	Provided by: <u>Rebecca Kenner</u> Received by: <u>Passion Bowman</u>