



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

December 19, 2018

Dr. Harrison Goodwin, Superintendent
Chesterfield County School District
401 West Blvd.
Chesterfield, SC 29709

Dear Dr. Goodwin:

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:

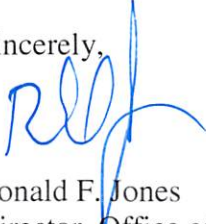
- Free and Reduced Price Meal Benefits Certification;
- Meal Access and Reimbursement;
- Resource Management;
- Nutritional Integrity of Meals and All Other Foods Sold in Schools; and
- Other Related Federal Programs.

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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/JLK

Attachment

cc: Mrs. Missy Brown, Child Nutrition Program Director
Donna Davis, District Services Team Leader, SCDE Office of Health and Nutrition
Krystal Waldrop, Education Associate, SCDE Office of Health and Nutrition

Chesterfield County

On Site Review Dates: December 10-12, 2018

<u>Director:</u> Mrs. Missy Brown	<u>Telephone:</u> 843-623-2179 <u>Email:</u> mbrown@chesterfieldschools.org
<u>Lead Reviewer:</u> Mrs. Krystal Waldrop	<u>Telephone:</u> 803-734-8196 <u>Email:</u> kwaldrop@ed.sc.gov
<u>Review Month:</u> October	<u>Review Week:</u> October 1-5, 2018
<u>Pre Conference Date:</u> October 30, 2018 <u>Attendance:</u> Mrs. Missy Brown, Mrs. Krystal Waldrop, Mr. Josh Kixmiller	<u>Exit Conference Date:</u> December 12, 2018 <u>Attendance:</u> Dr. Harrison Goodwin, Mrs. Missy Brown, Mrs. Krystal Waldrop, Mrs. Ellen Mason, Mr. Josh Kixmiller

Site Visited	Day of Review	Reviewer	Site Manager
Cheraw High	December 11, 2018	Krystal Waldrop	Helen Funderburk
Cheraw Intermediate	December 11, 2018	Ellen Mason	Dennis Garvin
New Heights Middle School	December 11, 2018	Josh Kixmiller	Vivian McBride



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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: Robin Davis and Pam Shaw are very detailed oriented with all benefit issuance documentation to ensure the federal regulations are followed and compliance is maintained.

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.

Commendations: Missy Brown, the Food Service Director, demonstrates a thorough working knowledge of USDA guidelines and strives to ensure that all reimbursable meals meet state and federal meal pattern requirements.

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 Cheraw High and Cheraw Intermediate 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.

Commendations: Anna Chappell, Field Supervisor, leadership style is exceptional. She is able to motivate and train staff in diverse situations.

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: 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 February 20, 2019.

Upon completion of the Corrective Action Plan by the target date of February 20, 2019, please forward the required documentation to Mrs. Krystal Waldrop. Once your Corrective Action Plan has been approved, a final closure letter will then be mailed to you.
