



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**MOLLY M. SPEARMAN**  
*STATE SUPERINTENDENT OF EDUCATION*

January 11, 2019

Dr. Stephen Peters, Superintendent  
Laurens 55 School District  
301 Hillcrest Drive  
Laurens, SC 29360

Dear Dr. Peters:

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:

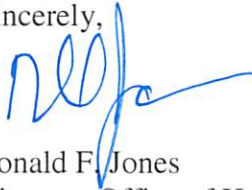
- Free and Reduced Price Meal Benefits Certification;
- Meal Access and Reimbursement;
- Resource Management;
- Nutritional Integrity of Meals and All Other Foods Sold in Schools; and
- Other Related Federal Programs.

Dr. Peters  
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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/STY

Attachment

cc: Wanda Knight, Child Nutrition Program Director  
Donna Davis, District Services Team Leader, SCDE Office of Health and Nutrition  
Shamere Young, Education Associate, SCDE Office of Health and Nutrition

Laurens 55 School District

On Site Review Dates: **December 11-13, 2018**

|   |   |
|---|---|
| <u>Director:</u> <b>Wanda Knight</b>  | <u>Telephone:</u> <b>864-984-8138</b><br><br><u>Email:</u> <b>wknight@laurens55.org</b>   |
| <u>Lead Reviewer:</u> <b>Shamere Young</b>  | <u>Telephone:</u> <b>803-734-0325</b><br><br><u>Email:</u> <b>syoung@ed.sc.gov</b>  |
| <u>Review Month:</u> <b>October 2018</b>  | <u>Review Week:</u> <b>October 22-26, 2018</b>  |
| <u>Pre Conference Date:</u> <b>10.23.18</b><br><br><u>Attendance:</u><br><br><b>Wanda Knight, Food Service Director</b> | <u>Exit Conference Date:</u> <b>12.13.18</b><br><br><u>Attendance:</u><br><b>Dr. Peters, Superintendent</b><br><b>Wanda Knight, Food Service Director</b> |

| Site Visited              | Day of Review | Reviewer      | Site Manager  |
|---------------------------|---------------|---------------|---------------|
| Laurens Elementary School | 12.12.18      | Shamere Young | Stacey Craine |
| Laurens Middle School     | 12.13.18      | Shamere Young | Felicia White |
|                           |               |               |               |
|                           |               |               |               |
|                           |               |               |               |



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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: Tammy Wigley in the district office does an amazing job keeping the DC list updated and matching students, as well as keeping the documentation reflecting student status changes organized.

**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. 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 in the classroom service at Laurens Elementary School 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. 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**

Based on this review, this letter serves to close the Administrative Review process. We appreciate all of the assistance our staff received during the reviews.

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Technical Assistance (TA) for Administrative Review (AR)

SFA: Laurens 55

Date of On-Site AR: December 11-13, 2018

| Location<br>SFA Office or<br>Site<br>(1) | Areas Requiring<br>TA<br>(2)                     | TA Received<br><br>Supporting Documentation<br>(3)   | TA Provided by:<br><br>Person Receiving TA:<br>(4)  |
|--|--|--|---|
| Laurens<br>Elementary<br>School          | General<br>Compliance:<br><br>1400 – Food Safety | <p>Food safety inspection was done by DHEC, but the final report was not posted in a visible location for the public to view. Inspection report was placed on bulletin board in the kitchen.</p> <p>Food Service Manager placed the inspection in a visible area in the cafeteria.</p> <p>210.13 (b) Food safety inspections. Schools shall obtain a minimum of two food safety inspections during each school year conducted by a State or local governmental agency responsible for food safety inspections. They shall post in a publicly visible location a report of the most recent inspection conducted, and provide a copy of the inspection report to a member of the public upon request. Sites participating in more than one child nutrition program shall only be required to obtain two food safety inspections per school year if the nutrition programs offered use the same facilities for the production and service of meals.</p> | <p>Provided by: <u>Shamere Young</u></p> <p>Received by: <u>Stacey Craine,</u><br/><u>Manager</u></p> |
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