



**STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

Date:

School Food Authority (SFA):

☐ Self-operated ☐ Food Service Management Company Contract ☐ Vended Meals Contract

Date of Administrative Review (Entrance Conference Date):

GENERAL PROGRAM PARTICIPATION

1. What Child Nutrition Programs does the SFA participate in? *(Check all that apply)*

- ☐ School Breakfast Program (7 CFR 220)
☐ National School Lunch Program (7 CFR 210)
☐ Fresh Fruit and Vegetable Program (P.L. 113-79 Section 19)
☐ Afterschool Snack Program (7 CFR 210)
☐ Special Milk Program (7 CFR 215)
☐ Seamless Summer Option (7 CFR 210)

2. Does the SFA operate under any Special Provisions?

- ☐ No ☐ Yes *(Check all that apply)*
☐ Community Eligibility Provision (CEP)
☐ Special Provision 1
☐ Special Provision 2
☐ Special Provision 3

REVIEW FINDINGS

3. Were any findings identified during the SFA's review?

- ☐ No ☐ Yes: Indicate below the areas and issues identified.

A. MEAL ACCESS AND REIMBURSEMENT

Findings for Certification and Benefit Issuance

☐ No

☐ Yes

Findings:

- ☐ Free and reduced application processing compliance
☐ Household eligibility notification compliance
☐ Direct certification procedure compliance
☐ Benefit issuance document compliance

		<input type="checkbox"/> Other: South Carolina Department of Education (SCDE): <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by SCDE
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REVIEW FINDINGS, continued

A. MEAL ACCESS AND REIMBURSEMENT, continued		
Verification of Household Applications		
<input type="checkbox"/> Not applicable (SFA does not collect free and reduced meal applications)		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	Findings: <input type="checkbox"/> Verification process compliance <input type="checkbox"/> Household verification letter compliance <input type="checkbox"/> Verification benefit issuance document compliance <input type="checkbox"/> Other: SCDE: <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by SCDE
Meal Counting and Claiming		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	Findings: <input type="checkbox"/> Meal counting and claiming compliance <input type="checkbox"/> Edit Check compliance <input type="checkbox"/> Counting, consolidating, and recording of reimbursable meals compliance <input type="checkbox"/> Policy compliance for incomplete meals, second meals, visiting student meals, adult and non-student meals, student worker meals, a la carte items, field trip meals, or pre-paid meals <input type="checkbox"/> Other: SCDE: <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by SCDE

REVIEW FINDINGS, continued

B. MEAL PATTERN AND NUTRITIONAL QUALITY		
Meal Components and Quantities		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Meal pattern compliance (whole grain-rich, vegetable subgroups, milk type):</p> <p style="padding-left: 40px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 40px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Meal component compliance</p> <p style="padding-left: 40px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 40px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Sufficient quantities/complete meal compliance</p> <p style="padding-left: 40px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 40px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Production record compliance</p> <p style="padding-left: 40px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 40px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Other:</p> <p>SCDE:</p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by SCDE</p>

REVIEW FINDINGS, continued

B. MEAL PATTERN AND NUTRITIONAL QUALITY, continued		
Offer versus Serve (OVS)		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Meal selection compliance under OVS</p> <p style="padding-left: 40px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 40px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Reimbursable meal compliance under OVS</p> <p style="padding-left: 40px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 40px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Food service staff/cashier knowledge of OVS compliance</p> <p style="padding-left: 40px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 40px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Student knowledge of OVS compliance</p> <p style="padding-left: 40px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 40px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Other:</p> <p>SCDE:</p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by SCDE</p>
Dietary Specifications and Nutrient Analysis		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Findings:</p> <p><input type="checkbox"/> Nutrient analysis not required</p> <p><input type="checkbox"/> Nutrient analysis conducted</p> <p style="padding-left: 40px;"><input type="checkbox"/> Breakfast</p> <p style="padding-left: 40px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Other:</p> <p>SCDE:</p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by SCDE</p>

REVIEW FINDINGS, continued

C. GENERAL PROGRAM COMPLIANCE		
Civil Rights		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	Findings: <input type="checkbox"/> Nondiscrimination statement compliance <input type="checkbox"/> Accommodating special dietary needs compliance <input type="checkbox"/> Written complaint procedure compliance <input type="checkbox"/> Civil Rights training compliance <input type="checkbox"/> Other:
		SCDE: <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by SCDE
Local School Wellness Policy		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	Findings: <input type="checkbox"/> Wellness policy compliance <input type="checkbox"/> Other:
		SCDE: <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by SCDE

C. GENERAL PROGRAM COMPLIANCE. continued		
Smart Snacks in Schools		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	Findings: <input type="checkbox"/> Foods and beverages sold on the school campus (excluding reimbursable meals) are Smart Snacks compliant <input type="checkbox"/> Other:
		SCDE: <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by SCDE
Food Safety, Storage and Buy American		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	Findings: <input type="checkbox"/> Food Safety Plan compliance <input type="checkbox"/> Food Safety inspections compliance

		<input type="checkbox"/> Buy American Provision compliance <input type="checkbox"/> Other: SCDE: <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by SCDE
Other Areas		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	Findings: Other: SCDE: <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by SCDE

Additional Comments:

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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