



**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:  <b>South Carolina Department of Education (SCDE):</b> <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	<b>Findings:</b> <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:  <b>SCDE:</b> <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	<b>Findings:</b> <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:  <b>SCDE:</b> <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><b>Findings:</b></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><b>SCDE:</b></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><b>Findings:</b></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><b>SCDE:</b></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><b>Findings:</b></p> <p><input type="checkbox"/> Nutrient analysis <b>not required</b></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><b>SCDE:</b></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		
<b>Civil Rights</b>		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>Findings:</b> <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:  <b>SCDE:</b> <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by SCDE
<b>Local School Wellness Policy</b>		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>Findings:</b> <input type="checkbox"/> Wellness policy compliance <input type="checkbox"/> Other:  <b>SCDE:</b> <input type="checkbox"/> Technical assistance provided to SFA <input type="checkbox"/> Corrective action received by SCDE

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

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