



**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**

- |                             |                              |  |
|-----------------------------|------------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | <b>Findings:</b><br><input type="checkbox"/> Free and reduced application processing compliance<br><input type="checkbox"/> Household eligibility notification compliance<br><input type="checkbox"/> Direct certification procedure compliance<br><input type="checkbox"/> Benefit issuance document compliance |
|-----------------------------|------------------------------|--|

|  |  |  |
|--|--|--|
|  |  | <input type="checkbox"/> Other:<br><br><b>South Carolina Department of Education (SCDE):</b><br><input type="checkbox"/> Technical assistance provided to SFA<br><input type="checkbox"/> Corrective action received by SCDE |
|--|--|--|

## 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><br><input type="checkbox"/> Verification process compliance<br><input type="checkbox"/> Household verification letter compliance<br><input type="checkbox"/> Verification benefit issuance document compliance<br><input type="checkbox"/> Other:<br><br><b>SCDE:</b><br><input type="checkbox"/> Technical assistance provided to SFA<br><input type="checkbox"/> Corrective action received by SCDE   |
| Meal Counting and Claiming  |                              |  |
| <input type="checkbox"/> No   | <input type="checkbox"/> Yes | <b>Findings:</b><br><input type="checkbox"/> Meal counting and claiming compliance<br><input type="checkbox"/> Edit Check compliance<br><input type="checkbox"/> Counting, consolidating, and recording of reimbursable meals compliance<br><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<br><input type="checkbox"/> Other:<br><br><b>SCDE:</b><br><input type="checkbox"/> Technical assistance provided to SFA<br><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><br><input type="checkbox"/> Nondiscrimination statement compliance<br><input type="checkbox"/> Accommodating special dietary needs compliance<br><input type="checkbox"/> Written complaint procedure compliance<br><input type="checkbox"/> Civil Rights training compliance<br><input type="checkbox"/> Other:<br><br><b>SCDE:</b><br><input type="checkbox"/> Technical assistance provided to SFA<br><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><br><input type="checkbox"/> Wellness policy compliance<br><input type="checkbox"/> Other:<br><br><b>SCDE:</b><br><input type="checkbox"/> Technical assistance provided to SFA<br><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><br><input type="checkbox"/> Foods and beverages sold on the school campus (excluding reimbursable meals) are Smart Snacks compliant<br><input type="checkbox"/> Other:<br><br><b>SCDE:</b><br><input type="checkbox"/> Technical assistance provided to SFA<br><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><br><input type="checkbox"/> Food Safety Plan compliance<br><input type="checkbox"/> Food Safety inspections compliance   |

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