



# 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
--	--	--

## 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:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (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).

This institution is an equal opportunity provider.