



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
--	--	--

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:

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442;

email:

program.intake@usda.gov.

This institution is an equal opportunity provider.