



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

February 14, 2019

Ms. Alison Thomas, Director
Riverview Charter School
81 Savannah Highway
Beaufort, South Carolina 29906

Dear Ms. Thomas:

As a participant in the National School Lunch Program and its related initiatives, every school food authority (i.e., school district, private school, charter school, or residential child care institution) is subject to periodic reviews to ensure compliance with state and federal requirements.

Attached is the summary report for the Administrative Review (AR) of your Child Nutrition Program (CNP). The findings of the review (to include a Corrective Action Plan, if applicable) were discussed during an exit conference.

The South Carolina Department of Education (SCDE) is required to conduct an AR of every school food authority (SFA) at least once every three (3) years, pursuant to regulations and policy guidelines promulgated by the United States Department of Agriculture (USDA) (7-CFR-210.18 (c)), South Carolina Code of Laws (59-1-310 and 43-168), and the Program Agreement executed between an SFA and the SCDE.

The mission of the SCDE in conducting an AR is to showcase the quality and importance of local child nutrition programs; measure compliance with state and federal requirements; and identify opportunities for improvement. At the federal level, the AR process measures general program compliance with specific emphasis on:

- Free and Reduced Price Meal Benefits Certification;
- Meal Access and Reimbursement;
- Resource Management;
- Nutritional Integrity of Meals and All Other Foods Sold in Schools; and
- Other Related Federal Programs.

Ms. Alison Thomas

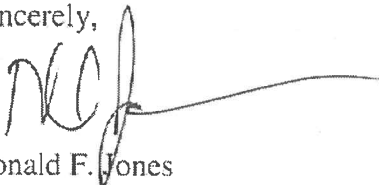
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In addition to an evaluation of key SFA administrative processes and records, onsite visitation was made based on specific selection criteria.

We appreciate all of the assistance our staff received during the AR process. If you have any questions or concerns, please contact Carla L. Garland at (803) 734-0518 or email @ cgarland@ed.sc.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'RFJ', followed by a long horizontal line extending to the right.

Ronald F. Jones
Director, Office of Health and Nutrition

RFJ/clg

Attachment

cc: Lisa Eklund, Executive Chef, Riverview Charter School
Donna Davis, District Services Team Leader, SCDE Office of Health and Nutrition
Carla L. Garland, Education Associate, SCDE Office of Health and Nutrition

Riverview Charter School

On Site Review Dates: December 12-14, 2018

<u>Director:</u> Ms. Alison Thomas Executive Chef: Lisa Eklund	<u>Telephone:</u> (843) 379-0123 Ext. 1041 <u>Email:</u> athomas@riverviewcharterschool.org Telephone: (843) 379-0123 Ext. 241 <u>Email:</u> leklund@riverviewcharterschool.org
<u>Lead Reviewer:</u> Carla L. Garland	<u>Telephone:</u> (803) 734-0518 <u>Email:</u> cgarland@ed.sc.gov
<u>Review Month:</u> November 2018	<u>Review Week:</u> November 12-16, 2018
<u>Pre Conference Date:</u> November 15, 2018 <u>Attendance:</u> 605	<u>Exit Conference Date:</u> December 14, 2018 <u>Attendance:</u> 624

Site Visited	Day of Review	Reviewer	Site Manager
Riverview Charter	December 12-14, 2018	Carla L. Garland	Lisa Eklund



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Administrative Review Process

United States Department of Agriculture (USDA) Performance Standard 1

School Food Authority (SFA) Level

This section of the review evaluates the accuracy of free and reduced student eligibility records and their use in meal counting and claiming procedures.

Key Functional Areas Covered: Free and reduced eligibility applications (if applicable), direct certifications, income verifications, rosters, and meal counting and claiming procedures.

Actual Performance: Based on evaluation of eligibility records and meal counting and claiming procedures at the selected schools, exceptions were identified and are annotated on the attached Corrective Action Plan.

Resource Management-SFA Level

This section evaluates whether the SFA used food service funds pursuant to USDA guidelines.

Key Functional Areas Covered: Maintenance of the nonprofit Child Nutrition Program (CNP) account, paid lunch equity, revenue from non-program foods, indirect costs, USDA Foods, and use of food service funds per federal and state guidelines.

Actual Performance: Based on evaluation of financial documentation, all success criteria were met.

General Program Compliance

This section evaluates whether the SFA followed general program compliance as indicated by USDA guidelines.

Key Functional Areas Covered: Civil rights, SFA onsite monitoring, Local School Wellness Policy and school meal environment, smart snacks, professional standards, water availability, Food Safety, storage, and Buy American, reporting and record keeping, food safety, School Breakfast and Summer Food Service Program outreach.

Actual Performance: Based on evaluation of documentation, all success criteria were met.

USDA Performance Standard 2

Meal Access and Reimbursement-School Level

This section evaluates whether the lunch menus for the review month and individual lunches served during the onsite visitation of reviewed schools meet minimum state and federal meal pattern requirements. In addition, breakfast service at Riverview Charter School was evaluated during the onsite visitation.

Key Functional Areas Covered: Meal counting and claiming procedures.

Actual Performance: Based on evaluation of documentation and observations made during the onsite visitation, all success criteria were met.

Nutritional Quality and Meal Pattern-School Level

This section evaluates whether the lunch and breakfast (if applicable) menus for the review month and day of review at the reviewed schools met minimum state and federal meal pattern requirements.

Key Functional Areas Covered: Meal components and quantities, offer versus serve, dietary specifications and nutrient analysis and certifying a School Food Authority for performance-based reimbursement.

Actual Performance: Based on evaluation of documentation and observations made during the onsite visitation, all success criteria were met.

General Program Compliance-School level

This section evaluates whether the SFA followed general program compliance as indicated by USDA guidelines.

Key Functional Areas Covered: Civil rights, Local School Wellness Policy, Smart Snacks in School, water, reporting and record keeping, food safety, storage and buy American.

Actual Performance: Based on evaluation of documentation and observations made during the onsite visitation, all success criteria were met.

South Carolina Student Health and Fitness Act-School Level

This section evaluates local progress in implementing state-specific nutrition standards for reviewed schools serving a K-5 population.

Key Functional Areas Covered: Food and beverages sold on K-5 school property during the regular school day, as well as student input on cafeteria menu and related activities.

Actual Performance: Based on evaluation of documentation and observations made during the onsite visitation, all success criteria were met.

Other Federal Program Reviews

This section evaluates whether the SFA followed general program compliance as indicated by USDA guidelines.

Key Functional Areas Covered: Afterschool Snack service, Seamless Summer Option, and Fresh Fruit and Vegetable Program.

Actual Performance: Based on evaluation of documentation and observations made during the onsite visitation, all success criteria were met.

Closure

We appreciate all of the assistance our staff received during the reviews. Once our office accepts your corrections made in the verification section of the South Carolina Automated Payment System (SCAPS), you will be notified under a separate cover and this AR Process will be officially closed.

Corrective Action Plan (CAP) for Administrative Review (AR)

SFA: Riverview Charter School

Date of On-Site AR: December 12-14, 2018

Date CAP Due: N/A

Location SFA Office or Site (1)	Areas Needing Corrective Action (2)	On-Site Observation Federal Citation (3)	Required Corrective Action (4)	Fiscal Action (5)	Please List Person(s) Responsible Name/Title (6)
Riverview Charter School	USDA Performance Standard 1 General Compliance: Verification Reporting	7 CFR 245.6a (5) <i>Sample size</i> . For the purposes of this section, "sample size" means the number of approved applications that a local educational agency is required to verify based on the number of approved applications on file as of October 1 of the current school year.	SFA took action and made the corrections to the verification section of SCAPS to reflect the correct sample size.	Nothing due from SFA	Lisa Eklund
Signature of SFA Representative:					
Date:					
Signature of School Foodservice Representative:					
Date:					
Signature of Administrative Reviewer:					
Date:					