



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

March 12, 2019

Mr. Osman Demirel, Principal
Green Charter School of the Midlands
7820 Broad River Road
Irmo, SC 29063

Dear Mr. Demirel:

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:

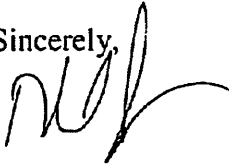
- Free and Reduced Price Meal Benefits Certification;
- Meal Access and Reimbursement;
- Resource Management;
- Nutritional Integrity of Meals and All Other Foods Sold in Schools; and
- Other Related Federal Programs.

Mr. Osman Demirel
Page 2 of 6
March 12, 2019

In addition to an evaluation of key SFA administrative processes and records, onsite visitation(s) 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 by email at cgarland@ed.sc.gov.

Sincerely,



Ronald F. Jones
Director, Office of Health and Nutrition

RFJ/clg

Attachment

cc: Yusuf Kaya, Business Manager/SFS Director, School District Liaison
Donna Davis, District Services Team Leader, SCDE Office of Health and Nutrition
Carla L. Garland, Education Associate, SCDE Office of Health and Nutrition

Green Charter

On Site Review Dates: February 21-22, 2019

<u>Director:</u> Yusuf Kaya	<u>Telephone:</u> (803) 563-5387 <u>Email:</u> ykaya@scgreencharter.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> December 2018	<u>Review Week:</u> December 2018
<u>Pre Conference Date:</u> January 29, 2019 <u>Attendance:</u> 249	<u>Exit Conference Date:</u> February 22, 2019 <u>Attendance:</u> 241

Site Visited	Day of Review	Reviewer	Site Manager
Green Charter School of the Midland	February 21-22, 2019	Carla L. Garland	Yusuf Kaya



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION
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, all success criteria were met.

Commendations: Mr. Kaya is very organized and works diligently to ensure that their food service operations are running smoothly.

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, exceptions were identified regarding the SFA's Wellness Policy and is annotated on the attached Corrective Action Plan.

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 Green Charter School of the Midlands 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, exceptions were identified and are annotated on the attached Corrective Action Plan.

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, exceptions were identified and are annotated on the attached Corrective Action Plan.

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, exceptions were identified and are annotated on the attached Corrective Action Plan.

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, this section is not applicable.

Closure

The next step of the AR Process is for you to execute and return the attached Corrective Action Plan by April 17, 2019.

Upon completion of the Corrective Action Plan by the target date of April 17, 2019, please forward the required documentation to Carla L. Garland. Once your Corrective Action Plan has been approved, a final closure letter will then be mailed to you.

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

SFA: Green Charter School of the Midlands

Date of On-Site AR: February 21-22, 2019

Date CAP due: April 17, 2019

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)
	USDA Performance Standard 1 General Compliance: Local Wellness Policy	The SFA must ensure that the Local Wellness policy meets the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) regulations as well as USDA meal pattern requirements 210.18(x) <i>Local school wellness.</i> The State agency shall ensure the local educational agency complies with the local school wellness requirements set forth in §210.30. 210.12(e) <i>Local school wellness policies.</i> Local educational agencies must comply with the provisions of §210.30(d) regarding student, parent, and community involvement in the development, implementation, and periodic review and update of the local school wellness policy.	Submit the Local School Wellness Policy to include revision date to Dr. Juanita Bowens and copy Carla Garland. Submit supporting documentation that Local School Wellness Policy was made available to the public via web address, distribution packet, or email.		
	USDA Performance Standard 1 General Compliance: Reporting and Record Keeping	Nutritional Quality and Meal Pattern – School Level (Dietary Specifications) Breakfast – 6 Cent Compliance A. 6 Cent Worksheet for breakfast meals were not available for review during the AR visit. <i>CFR § 200.333 Retention requirements for records. Financial records, supporting documents, statistical records, and all other <u>non-Federal entity</u> records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the <u>Federal awarding agency or pass-through entity</u> in the case of a <u>subrecipient</u>. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities.</i>	The SFA must provide the 6 Cent Worksheets to ensure compliance for the remainder of this school year, and future school years. Provide 6 Cent Compliance Worksheet for breakfast meals that match the December 2018 menu.		

	USDA Performance Standard 2 Nutritional Quality and Meal Pattern – School Level Dietary Specifications	Nutritional Quality and Meal Pattern – School Level (Dietary Specifications) Lunch – 6 Cent Compliance A. 6 Cent Worksheet indicates that the estimated calories are NOT within the required range of lunch meals served. <i>CFR 210.18 (A). Review menu and production records for the reviewed schools for a minimum of one school week (i.e., a minimum number of three consecutive school days and a maximum of seven consecutive school days) from the review period. Documentation, including food crediting documentation, such as food labels, product formulation statements, CN labels and bid documentation, must be reviewed to ensure compliance with the lunch and breakfast meal patterns. If the documentation review reveals problems with food components or quantities, the State agency must expand the review to, at a minimum, the entire review period.</i>	The SFA must provide the 6 Cent Worksheets to ensure compliance for the remainder of this school year, and future school years. Provide 6 Cent Compliance Worksheet for lunch meals that match the December 2018 menu.		
Signature of SFA Representative:			Date:		
Signature of School Foodservice Representative:			Date:		
Signature of Administrative Reviewer:			Date:		

Technical Assistance (TA) for Administrative Review (AR)

SFA: Green Charter of the Midlands

Date of On-Site AR: February 21-22, 2019

Location SFA Office or Site (1)	Areas Requiring TA (2)	TA Received Supporting Documentation (3)	TA Provided by: Person Receiving TA: (4)
Green Charter School of the Midlands	USDA Performance Standard 1 General Compliance: Food Safety	<p>Reviewer noticed that paper towels were placed directly behind the spout of the handwashing sink causing water to splash directly on clean paper towels while washing hands.</p> <p>Preventing Cross-Contamination Wash hands with warm water and soap for 20 seconds before and after handling food, and after using the bathroom, changing diapers, tending to a sick person, blowing your nose, sneezing and coughing, and handling pets.</p> <p>It is important to prevent cross-contamination from raw meat or poultry juices by washing counter tops and sinks with hot, soapy water. For extra protection, you may sanitize with a solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of water.</p> <p>https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/washing-food-does-it-promote-food-safety/washing-food</p>	<p>The SFA was instructed to move paper towels from its present location to prevent splash when washing hands.</p> <p>The site located a key for the paper towel holder and the paper towel holder was replenished.</p> <p>No further action required at this time.</p>