STATE OF SOUTH CAROLINA

DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN

STATE SUPERINTENDENT OF EDUCATION

January 31, 2017

Ms. Melissa McCloud, Executive Director/Principal
Academy of Hope
3521 Juniper Bay Road
Conway, SC 29527

Dear Dr. McCloud:

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) that was conducted by Krystal Waldrop on December 1-2, 2016. The findings of the review were discussed with Melissa McCloud, Chris Moultrie and Nakisha Frazier 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.*

In addition to an evaluation of key SFA administrative processes and records for the review month of October 2016, an onsite visitation based on specific selection criteria was conducted.

We appreciate all of the assistance our staff received during the AR process. If you have any questions or concerns, please contact Mrs. Krystal Waldrop at (803) 734-8196 or kwaldrop@ed.sc.gov.

Sincerely,

Ronald F. Jones
Director, Office of Health and Nutrition

RJ/klw

Attachment

cc: Chris Moultrie, Foodservice Manager
Nakisha Frazier, Director of Operations /Data Quality Clerk
Krystal Waldrop, Education Associate, SCDE, Office of Health and Nutrition
Donna Davis, Interim District Services Team Leader, SCDE, Office of Health and Nutrition

STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

Administrative Review
of
Academy of Hope
Child Nutrition Programs

Conducted by
Mrs. Krystal Waldrop
Office of Health and Nutrition

December 1-2, 2016

Ronald F. Jones
Director, Office of Health and Nutrition
SC Department of Education
1429 Senate Street, Room 703
Columbia, SC 29201

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: All benefit issuance documentation was processed appropriately. Mrs. Nakisha Frazier is very organized and goes above and beyond to ensure the federal regulations are followed and compliance is maintained.

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 with two exceptions.

Paid lunch equity: The USDA paid lunch equity tool indicated an increase in paid lunch meal prices was required. However, the SFA failed to increase their paid lunch meal prices.

Revenue from non-program foods (adult meals): The SFA does not track the in-kind meals for teachers who assist with school foodservice operation.

Corrective Action:

Paid lunch equity: The SFA must take the appropriate actions to increase its paid meal prices. The school must reimburse the School foodservice account for the value of uncollected revenues for the review month or transfer funds from a non-federal source.

Revenue from non-program foods (adult meals): The SFAs must submit a written policy or procedure to define what qualifies an adult for an in-kind meal and track the number of meals served and who received them daily. If they serve meals to teachers that do not meet the established requirements, the school must reimburse the school food service account for the value of uncollected revenues for the review month.

General Program Compliance-SFA level
This section evaluates whether the SFA followed general program compliance as indicated by USDA guidelines.

Key Functional Areas Covered: Civil rights, onsite monitoring, Local School Wellness Policy, school environment report card, reporting and record keeping, Professional Standards, food safety, School Breakfast and Summer Food Service Program outreach**.**

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

Civil Rights: The SFA has not had training in civil rights for at least two years. Technical assistance was provided regarding the need for attending/providing annual civil rights training.

Professional Standards: The SFA does not maintain documentation in which training hours are being tracked (i.e. entered into a tracking mechanism and/or a file). Mr. Moultrie's ServSafe Certification has expired due to local scheduling restrictions.

Corrective Action:

Civil Rights: Provide documentation indicating that the civil rights training occurred and that required participants attended.

Professional Standards: Provide documentation on trainings the food service director, the full time staff members and the non-nutrition staff members have completed or plan to complete for the 2016-17 school year to meet the USDA requirements. Provide proof that Mr. Moultrie has been registered for ServSafe.

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.

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: Menu, standardized recipes, meal components and quantities, food production records, offer-versus-serve guidelines, dietary specifications, and nutrient analysis.

Actual Performance: Based on evaluation of documentation and observations made during the onsite visitation.

Production Records: The weekly food safety inspection reports and production records for the month of review were not fully completed. Technical assistance was given to the manager onsite.

Offer-versus-serve: The cafeteria has not been properly trained on offer-versus-serve guidelines. The SFA must complete OVS training in the InTeam module and submit documentation (i.e., certificate) indicating the training has been completed.

Corrective Action:

Production Records: Submit the completed weekly food safety inspection reports, the production records and the menu for January 2017. The SFA must submit a procedure for completing the weekly food safety inspection reports and production records.

Offer-versus-serve: Provide documentation indicating that offer-versus-serve training has occurred.

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, and food safety.

Actual Performance: Based on evaluation of documentation and observations made during the onsite visitation, all success criteria were met with (3) exceptions.

Recommendation: The dry storage room is made of wood and is very old. Assistance was made to replace the shelves, ensuring they are National Sanitation Foundation (NSF) approved to adhere to ServSafe regulations.

Food Safety: The warmers and coolers did not have thermometers in them. Temperature logs for the months of October and November were incomplete.

Corrective Action: Submit completed temperature logs for January 2017.

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.

Closure

Upon completion of the Corrective Action Plan by the target date of May 15, 2017, please forward the required documentation to Mrs. Krystal Waldrop. Once your Corrective Action Plan has been approved, a final closure letter will then be mailed to you. If you have any questions concerning the review processes, please contact Mrs. Krystal Waldrop at (803) 734-8196 or kwaldrop@ed.sc.gov.

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