STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
*STATE SUPERINTENDENT OF EDUCATION*

August 22, 2016

Ms. Kathleen Reiss, Superintendent
Fort Jackson Elementary
5900 Chestnut Road
Columbia, SC 29206

Dear Ms. Reiss:

Federal regulations require periodic program reviews and compliance audits of every school food authority (SFA) (i.e. school districts, private and parochial schools, charter schools, or residential care institutions) participating in the National School Lunch and Breakfast Programs to ensure compliance with federal and state requirements. The South Carolina Department of Education (SCDE), Office of Health and Nutrition will conduct an Administrative Review (AR) of every SFA at least once every three years, pursuant to regulations and policy guidelines promulgated by the Richard B. Russell National School Lunch Act, and as amended by the Healthy Hunger Free Kids Act of 2010 (HHFKA), United States Department of Agriculture, (7CFR210.18 and 210.19), and the program agreement executed between an SFA and the SCDE. The Administrative Review provides a comprehensive evaluation of all school meal programs operated by the SFA.

The Office of Health and Nutrition has scheduled an Administrative Review of your school food service programs on **October 25-26, 2016**. Ms. Tonza Thomas, Education Associate will serve as the lead person for this review. Ms. Thomas will contact Mr. Reginald Clement, Child Nutrition Director to discuss procedures involved and the information needed to complete this review. A timetable of the review events as well as a list of the schools reviewed will be discussed with Mr. Clement.

At the exit conference, we will discuss our findings with you or your designee and the foodservice staff. If corrective actions are warranted, we will provide you with an overview of the plan. Approximately 30 days after the exit conference, we will provide a written Administrative Review Report summarizing the findings, Corrective Action Plan (if applicable), and any potential fiscal action that may be assessed.

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If you have any questions concerning the Administrative Review, please contact Ms. Tonza Thomas at 803-734-8204 or tthomas@ed.sc.gov.

Sincerely,

Benjamin Madden, SNS
Interim Director, Office of Health and Nutrition

BM/tt

cc: Mr. Reginald Clement, Food and Nutrition Program Manager, Fort Jackson Elementary
Mr. Keith Maxwell, Logistics Supervisor, Fort Jackson Elementary
Ms. Tonza Thomas, Education Associate, SCDE Office of Health and Nutrition
Ms. Thaisha Tate, District Services Team Leader, SCDE Office of Health and Nutrition