



**STATE OF SOUTH CAROLINA  
DEPARTMENT OF EDUCATION**

**MOLLY M. SPEARMAN**  
*STATE SUPERINTENDENT OF EDUCATION*

January 27, 2017

Dr. Rallie Liston, Superintendent  
Spartanburg County School District Four  
118 McEdco Road  
Woodruff, SC 29388

Dear Dr. Liston:

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 Mrs. Krystal Waldrop on November 17-18, 2016. The findings of the review were discussed with Mrs. Cindy Craig 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.*

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In addition to an evaluation of key SFA administrative process and records for the review month of September 2016 at Woodruff Middle School were selected to receive an onsite visitation 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 Mrs. Krystal Waldrop at (803) 734-8196 or [kwaldrop@ed.sc.gov](mailto:kwaldrop@ed.sc.gov).

Sincerely,



Ronald F. Jones

Director, Office of Health and Nutrition

RJ/klw

Attachment

cc: Cindy Craig, RD, LD, Food Service Director Spartanburg School District Four  
Krystal Waldrop Education Associate, SCDE, Office of Health and Nutrition  
Ms. Donna Davis, Interim District Services Team Lead, SCDE, Office of Health and Nutrition



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

Administrative Review  
of  
Spartanburg School District Four  
Child Nutrition Programs

Conducted by  
Mrs. Krystal Waldrop  
Office of Health and Nutrition

November 17-18, 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. Cindy Craig is very organized and goes above and beyond to ensure the federal regulations are followed.

#### **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-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, food safety, School Breakfast and Summer Food Service Program outreach.

Actual Performance: Based on evaluation of documentation, all success criteria were met with (1) exception.

Technical Assistance: Technical assistance was given on the Professional Standards requirements.

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## **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, all success criteria were met.

Commendations: Food production records for all reviewed schools were very well maintained.

Actual Performance: Based on evaluation of documentation, 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, and food safety.

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

### **Recommendation:**

Reviewer observed that the shelves in the dry storage room may need replacing. Reviewer suggested that new shelving is National Sanitation Foundation (NSF) approved to adhere to ServSafe regulations.

## **South Carolina Student Health and Fitness Act-School Level**

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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**

Based on this review, this letter serves to close the Administrative Review process. We appreciate all of the assistance our staff received during the reviews. If you have any questions concerning the review processes, please contact Mrs. Krystal Waldrop at (803) 734-8196 or [kwaldrop@ed.sc.gov](mailto:kwaldrop@ed.sc.gov).

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