STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

January 9, 2017

Mrs. Sabrina Johnson, Executive Director
Tri-County Commission on Alcohol and Drug Abuse
910 Cook Road
Orangeburg, SC 29118

Dear Mrs. Johnson:

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 Ms. Tonza Thomas on November 16-17, 2016. The findings of the review (to include a Corrective Action Plan, if applicable) were discussed with you and Mrs. Catherine Young 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.*

1429 SENATE STREET · COLUMBIA, SC 29201
PHONE: 803-734-8500 · FAX 803-734-3389 · ED.SC.GOV

In addition to an evaluation of key SFA administrative processes and records for the review month of August 2016, an onsite visitation was conducted.

We appreciate all of the assistance our staff received during the AR process. If you have any questions or concerns, please contact Ms. Tonza Thomas at (803) 734-8204 or tthomas@ed.sc.gov.

Sincerely,

Ronald Jones
Director, Office of Health and Nutrition

RJ/tt

Attachment

cc: Catherine Young, Child Nutrition Program Director, Tri-County Commission on Alcohol and Drug Abuse
Thaisha Tate, District Services Team Leader, SCDE Office of Health and Nutrition

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cc: Catherine Young, Child Nutrition Program Director, Tri-County Commission on Alcohol and Drug Abuse
Thaisha Tate, District Services Team Leader, SCDE Office of Health and Nutrition

STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

Administrative Review
of
Tri-County Commission on Alcohol and Drug Abuse
Child Nutrition Programs

Conducted by
Tonza Thomas
Office of Health and Nutrition

November 16-17, 2016

Ronald 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/School) 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, as applicable.

Key Functional Areas Covered: Free and reduced eligibility applications, 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.

Resource Management- SFA level/School 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, as applicable.

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

General Program Compliance-SFA level/School 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.

USDA Performance Standard 2

Meal Access and Reimbursement- SFA level/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 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- SFA level/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.

South Carolina Student Health and Fitness Act- SFA level/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- SFA level/School level
This section evaluates compliance with other related federal programs, as may be applicable.

Key Functional Areas Covered: Afterschool Snack Program (ASP), Fresh Fruit and Vegetable Program and Special Milk Program.

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 Ms. Tonza Thomas at (803) 734-8204 or tthomas@ed.sc.gov.

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