STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State agencies (SA) to report the results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) requires the SA to post a summary of the most recent final administrative review results for each School Food Authority (SFA) on the SA publicly available website no later than 30 days after the SA provides the results of the administrative review to the SFA. The SA must also make a copy of the final administrative review report available to the public upon request.

School Food Authority (SFA) Name: Richmond County Schools

SFA Agreement Number: 770

Date of Administrative Review (Entrance Conference Date): December 11, 2017

Date review results were provided to the SFA: December 15, 2017

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)
   - [x] School Breakfast Program
   - [x] National School Lunch Program
   - [ ] Fresh Fruit and Vegetable Program
   - [x] Afterschool Snack
   - [ ] Special Milk Program
   - [ ] Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)
   - [x] Community Eligibility Provision
   - [ ] Special Provision 1
   - [ ] Special Provision 2
   - [ ] Special Provision 3

Review Findings

3. Were any findings identified during the review of this School Food Authority?
   - [x] Yes
   - [ ] No

4. Is there fiscal action associated with findings identified during the review of this School Food Authority?
   - [ ] Yes
   - [x] No
## REVIEW FINDINGS

### A. Program Access and Reimbursement

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- **Certification and Benefit Issuance** – Validation of the SFA’s certification of students’ eligibility for free or reduced-price meals benefits

- **Verification** – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meal benefits

- **Meal Counting and Claiming** – Validation of the SFA’s meal counting and claiming system that accurately counts, records, consolidates, and reports the number of reimbursable meals claimed by category

Finding Detail:

### B. Meal Patterns and Nutritional Quality

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- **Meal Components and Quantities** – Validation that meals claimed for reimbursement contain the required meal components and quantities

Finding Detail:

- **Offer versus Serve (OVS)(provision that allows students to decline some of the food components offered)** – Validation of the SFA’s compliance with OVS requirements, if applicable

Finding Detail:

- **Dietary Specifications and Nutrient Analysis** – Validation that meals offered to children through the School Nutrition programs are consistent with federal standards for calories, saturated fat, sodium, and *trans* fat

Finding Detail:

### C. School Nutrition Environment

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- **Food Safety** – Validation that all selected schools meet the food safety and storage requirements, and comply with the Buy American provisions specified by the regulations

Finding Detail: There is potential access for pests and rodents to enter the central warehouse through a gap on the bottom of entry door. Installing a door sweep and weather stripping would prevent entry and minimize the risk. Finding 2: Condensation is occurring around a pipe located over the floor tiles resulting in moisture accumulation and damage to the floor. Investigating and resolving the moisture accumulation and repairing the loose and missing floor tiles behind the walk-in freezer is needed.

- **Local School Wellness Policy** – Review of the SFA’s established Local School Wellness Policy

Finding Detail:

- **Competitive Foods** – Validation of the SFA’s compliance with regulations for all food and beverages to students outside of the reimbursable meal

Finding Detail:

- **Professional Standards** – Validation of the SFA’s compliance with required hiring standards and annual training requirements

Finding Detail:
## D. Civil Rights

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Finding Detail:

## E. Resource Management

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Finding Detail: Hospitalization benefits were not pro-rated for one dual employee working in for the year of review (2016-2017) and current year to date (2017-2018). The amount due to the School Nutrition Program for school year 2016-2017 is $844.43 and the current school year to date is $510.19.

## Other

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Finding Detail: