Georgia Department of Education School Nutrition Division
Administrative Review Summary

School Food Authority Name: __Dalton City Schools

Date of Administrative Review entrance conference: __10/16/2018____

Date the final review results were provided to the School Food Authority:
____10/18/2018__________________

Date review summary was publicly posted: __30 days from 10/18/2018

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in?
   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 for meal counting and claiming?
   ☐ Community Eligibility Provision
   X Special Provision 2

Review Findings

3. Did the review identify areas of non-compliance with School Nutrition Program Regulations?
   X Yes – See Closure Letter – Preliminary Report. All items resolved onsite
   ☐ No
### Sponsor - Level Findings

<table>
<thead>
<tr>
<th>Area</th>
<th>Finding ID</th>
<th>Finding Description</th>
<th>Required Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - Certification and Benefit Issuance</td>
<td>V-0100</td>
<td>All selected applications were not correctly approved. Two applications had missing information.</td>
<td>SFA will double check applications for completeness. No further action is needed.</td>
</tr>
<tr>
<td>300 - Meal Counting and Claiming</td>
<td>V-0300</td>
<td>Standard rounding was not used when determining the free claim for Brookwood Elementary. This resulted in one fewer free and one additional paid meal being claimed.</td>
<td>The problem has been corrected in the software. No further action is needed.</td>
</tr>
</tbody>
</table>

### Site - Level Findings: Blue Ridge Elementary School (105)

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<tr>
<td>400 - Meal Components and Quantities - Breakfast</td>
<td>V-0400</td>
<td>Students were not allowed to choose at least two types of milk. This problem resulted from the principal requiring that the teachers give out the breakfast meals.</td>
<td>The principal issued a memo requiring that teachers allow students to select their breakfast bags each morning. This will allow the students to choose between the milk options. A copy of the memo is attached. No further action is needed.</td>
</tr>
<tr>
<td>400 - Meal Components and Quantities - Breakfast</td>
<td>V-0400</td>
<td>Review of production records from both schools for breakfast and lunch generated by software did not provide enough information to validate that minimum quantities were served. Planned, prepared and served quantities are not being recorded consistently.</td>
<td>The SFA will provide training to staff on keeping production records accurately. The managers at all schools were sent an e-mail about the importance of keeping accurate production records in their software. A copy of the e-mail is attached. No further action is needed.</td>
</tr>
</tbody>
</table>