Georgia Department of Education School Nutrition Division
Administrative Review Summary

School Food Authority Name: Burke County

Date of Administrative Review entrance conference: December 10, 2019

Date the final review results were provided to the School Food Authority: February 18, 2020

Date review summary was publicly posted: February 28, 2020

General Program Participation
1. What Child Nutrition Programs does the School Food Authority participate in?
   - □ School Breakfast Program
   - □ National School Lunch Program
   - □ Fresh Fruit and Vegetable Program
   - □ Afterschool Snack

2. Does the School Food Authority operate under any Special Provisions for meal counting and claiming?
   - □ Community Eligibility Provision

Review Findings
3. Did the review identify areas of non-compliance with School Nutrition Program Regulations?
   - □ Yes
<table>
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<tr>
<th>Section</th>
<th>Form subsection</th>
<th>Site Name</th>
<th>Question #</th>
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<tr>
<td>Meal Components and Quantities - Review Period</td>
<td>Meal Components and Quantities - Review Period</td>
<td>Burke County Middle School</td>
<td>410</td>
<td>01/10/2020</td>
<td>CAP Accepted</td>
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</table>

**Finding:**

Menu quantities served do not meet meal pattern requirements for the Review period due to incorrect crediting. Production records and/or other supporting documentation for the Review period do not indicate that the required quantities of food were available. There was insufficient legumes, grains and meat/meat alternate. Salad recipes did not list a dark green vegetable as an ingredient but credited as a dark green. More than 50% juice was served at breakfast and the production records did not indicate the 9-12 requirements for the Life Center were served.

**Corrective Action:**

Revise menu to meet the meal requirements for all grade levels served and indicate the grade levels on the production records. Revise the recipe ingredients and crediting to indicate the ingredient that is being used and the correct crediting of the item. Revise the menus to meet the requirements for legumes, and meat/meat alternate quantities. Submit a written plan including a timeline as to when the revisions will be completed.

| Meal Counting and Claiming | Meal Counting and Claiming | 316 | 01/07/2020 | CAP Accepted |

**Finding:**

The counts for all schools for the review period were not correctly consolidated and claimed by the School Food Authority. Fifty-seven lunch meals were not claimed for the Sardis Elementary School because the point of sale system was not properly closed on one day.

**Corrective Action:**

The School Food Authority will retrain staff to ensure counts from all serving locations are entered on the Number of Lunches Served Daily DE 118 report. A second review of school claims in the School Nutrition office will be conducted prior to submitting the monthly claim. The School Food Authority will submit a Backdate Point of Sale procedure and a Corrective Action Plan.
**FINDING:**

Records are not retained for 5 years after the final claim for reimbursement for the fiscal year or until resolution of any audits. Records were damaged and had to be discarded prior to the review.

**CORRECTIVE ACTION:**

The School Food Authority (SFA) will develop a written record retention procedure for the school nutrition program and submit the procedure to the state agency. As part of the procedure, the SFA will obtain storage containers to properly seal documents from elements or another method to protect documents.