Administrative Review Summary SY2020

School Food Authority Name: Chattahoochee County
Date of Administrative Review Entrance Conference: February 18, 2020
Date final review results were provided to the School Food Authority: March 25, 2020
Date review summary was publicly posted: March 27, 2020

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in?
   - ☐ School Breakfast Program
   - ☐ National School Lunch 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
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<th>Site Name</th>
<th>Question #</th>
<th>Due Date</th>
<th>Status</th>
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<td>03/13/2020</td>
<td>CAP Accepted</td>
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**Corrective Action History**

**Finding:**
The local wellness policy does not contain the minimum required elements.

**Required Corrective Action:**
The Local Education Agency must submit a plan of action and timeline as to how and when the wellness policy will be updated to include the required elements.

| Meal Counting and Claiming            | Meal Counting and Claiming |                     | 316        | 03/13/2020 | CAP Accepted |

**Corrective Action History**

**Finding:**
The counts for all schools for the review period were not correctly consolidated and claimed by the SFA/Sponsor.

**Required Corrective Action:**
Head Start students are included on the Community Eligibility Provision Identified Student Percentage Determination Worksheet and should be included in the monthly meal count total and then the claiming percentage should be applied to the total meal count. The SFA will submit a written procedure to the state agency describing the process for calculating the claim for all three schools. Fiscal Action will be assessed for this finding.

| Group 1: CA Count (2)                |                                     |                     |            | 03/13/2020 | CAP Accepted |

**Corrective Action History**

**Finding:**
Households for whom benefits were to be reduced or terminated were not given 10 calendar days’ written advance notice of the change.

**Required Corrective Action:**
The School Food Authority will submit a written verification procedure to the state agency that outlines the process that will be followed hence forth.

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