Georgia Department of Education School Nutrition Division
Administrative Review Summary

School Food Authority Name:               Seminole County
Date of Administrative Review entrance conference:  December 2, 2019
Date the final review results were provided to the School Food Authority: February 18, 2020
Date review summary was publicly posted:    March 2, 2020

General Program Participation
1. What Child Nutrition Programs does the School Food Authority participate in?
   □ School Breakfast Program
   □ National School Lunch Program
   □ Seamless Summer Option

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
**Finding:**
The October claim was not validated onsite by reviewers. The School Food Authority under-claimed 14 meals due to a computer glitch.

**Corrective Action:**
The School Nutrition Program Director will develop a procedure and share with the managers to ensure the meals are tallied and the claim is processed accurately every month.

**Finding:**
No signage for reimbursable meals was posted in two classrooms.

**Corrective Action:**
The required signage for reimbursable meals was placed in all classrooms where students do not visit the cafeteria during the school day.
### Food Safety, Storage and Buy American

**Finding:**
8 items were found to be non-compliant with the Buy American Provision requirements. The School Nutrition Program Director had the Justification form but it was not completed adequately.

**Corrective Action:**
The School Nutrition Program Director will develop a procedure for procuring and documenting all food items to ensure compliance with the Buy American Provision.

### Smart Snacks in School

**Finding:**
The beverage vending machine included beverages which are not allowed for the middle school students.

**Corrective Action:**
The vendor was present and unplugged the machine. He will return on Wednesday to remove the non-compliant items and replace with water and juice only. The School Food Authority will send pictures of the beverage machine and the Principal will be responsible for ensuring compliance.

### Civil Rights

**Finding:**
The "And Justice for All" Poster was not posted in the satellite classrooms at breakfast service.

**Corrective Action:**
The posters were posted before the lunch meal service.
**Finding:**
Potential stakeholders are not made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy. A Triennial Assessment must be completed by the end of this school year, and the results made public.

**Corrective Action:**
The School Food Authority will submit a plan of action to bring the Local Wellness Policy into compliance.

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