Georgia Department of Education School Nutrition Division
Administrative Review Summary

School Food Authority Name: __Kipp Metro

Date of Administrative Review entrance conference: _February 18, 2020_

Date the final review results were provided to the School Food Authority: _May 13, 2020

Date review summary was publicly posted: May 19, 2020

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?
   X Community Eligibility Provision
   □ Special Provision 2

Review Findings
3. Did the review identify areas of non-compliance with School Nutrition Program Regulations?
   X Yes  □ No
<table>
<thead>
<tr>
<th>Section</th>
<th>Form subsection</th>
<th>Site Name</th>
<th>Question #</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afterschool Snack Program</td>
<td>Afterschool Snack Program</td>
<td>Kipp South Fulton Academy</td>
<td>1700</td>
<td>Closed</td>
</tr>
<tr>
<td>Corrective Action History</td>
<td>Finding: The meal counts on the tally sheets does not match DE 113. Corrective Action: The school will develop a procedure to conduct meal counting confirmation to make sure that meal counts was correctly calculated. The procedure could include using a tape calculator or excel spread sheet to track the calculation. All documentation was received. This finding is closed.</td>
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<tr>
<td>Afterschool Snack Program</td>
<td>Afterschool Snack Program</td>
<td>Kipp Ways Primary</td>
<td>1700</td>
<td>Closed</td>
</tr>
<tr>
<td>Corrective Action History</td>
<td>Finding: School level tally sheets provided different totals than those claimed on the DE 106 in January. Corrective Action: To correct the issue the school should maintain a daily summary of teacher tallies. The summary should have the teacher name, date of snacks and reimbursable snack count. This will allow the school manager to know if all teachers submitted snack tally sheets each day. The manager should tally the daily snacks using a calculator. The calculator tape should be attached to the daily cover sheet. To correct the finding the SNP Director should submit a written procedure for snack tallies. The reviewer recommends that all faculty or staff, who distribute snacks, be reminded of the importance of completing accurate tallies. All documentation was received. This finding is closed.</td>
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<tr>
<td>Certification and Benefit Issuance</td>
<td>Certification and Benefit Issuance</td>
<td></td>
<td>126</td>
<td>Closed</td>
</tr>
</tbody>
</table>
| Corrective Action History      | Finding: One selected application was not approved correctly. The error was recorded on SFA-1. Corrective Action: The SFA will update the benefit issuance roster and send a copy of the "Adverse Action Letter" to the affected family. The SFA will provide the following documents to the state agency as corrective action,  
  - A copy of the "Adverse Action Letter"  
  - Updated benefit issuance rosters  
  All documentation was received. This finding is closed. |