Georgia Department of Education School Nutrition Division

Administrative Review Summary

School Food Authority Name: Kenneth B Walker Residential Home

Date of Administrative Review entrance conference: November 15, 2016

Date the final review results were provided to the School Food Authority: December 22, 2016

Date review summary was publicly posted: ____________________

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
   - 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
   - Special Provision 2

Review Findings

3. Did the review identify areas of non-compliance with School Nutrition Program Regulations?
   - Yes
   - No
Area | Findings ID | Finding Description | Required Corrective Action
---|---|---|---
**Sponsor - Level Findings**
1000 - Local School Wellness Policy | V-1000 | No documentation was provided to support that stakeholders are made aware of their ability to participate in the development, review, update and implementation of the Local School Wellness Policy. | The SFA will submit a copy of the webpage when the Wellness Policy has been placed on KBW's Website. The SFA submitted the web address that includes the link to the wellness policy: http://www.kbwhome.com/forms. No further action is needed.
1000 - Local School Wellness Policy | V-1000 | No copy of the most recent assessment on the implementation of the Local School Wellness Policy was provided. The school website did not have information regarding the Wellness Policy or recent assessments. The SFA will submit a link to the Wellness Policy on the website and a plan for assessment and implementation. | The SFA submitted the web address that includes the link to the wellness policy: http://www.kbwhome.com/forms. The Wellness Policy includes plans for assessment and implementation. No further action is needed.
1200 - Professional Standards | V-1200 | The School Nutrition Manager/Supervisor has not met the training requirements. | Ms. Mahone is contacting the ServSafe Trainer so she can arrange taking the class. She will send us documentation of registration for the class and a copy of the certificate once she passes the course. This documentation was received. No further action is needed.
1600 - School Breakfast and SFSP Outreach | V-1600 | The SFA did not inform families of the availability of Summer Meals. | The SFA will promote the USDA website that list the availability of Summer Meals on their webpage. They will provide a PDF of their webpage to demonstrate that this task has been completed. The reviewer viewed the updated website with the information about Summer meals. http://www.kbwhome.com/programs. No further action is needed.
300 - Meal Counting and Claiming | V-300 | The counts for all schools for the review period were not correctly consolidated and claimed by the SFA. | The SFA will develop a procedure on how to handle future claims. The procedure should include completing a second party review of meal counts before the claim is submitted. The State Agency will calculate fiscal action.
900 - SFA On Site Monitoring | V-0900 | The SFA did not conduct any On-site Reviews for SY 2016. | An On-Site Review must be conducted at all sites prior to closing this review. A copy of these reviews must be emailed to the State agency as corrective action. A copy of the onsite reviews was received and approved. No further action is needed.

**Site - Level Findings: Kenneth B Walker 1 (1)**
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>V-1400</td>
<td>1400 - Food Safety</td>
<td>A copy of the food safety plan was available but was not site specific. The SFA will submit a copy of the food safety plan that is site specific. The Food Safety Plan was revised and meets all requirements. No further action is needed.</td>
</tr>
<tr>
<td>V-1700</td>
<td>1700 - Afterschool Snack</td>
<td>Production Records are not completed accurately. Portion sizes for snack items are not being recorded accurately. The SFA will submit a copy of completed snack production records that include all required information and document that snacks met meal pattern requirements for one week.</td>
</tr>
<tr>
<td>V-1700</td>
<td>1700 - Afterschool Snack</td>
<td>The SFA did not conduct onsite snack program monitoring. The SFA will conduct an onsite monitoring review of the snack program and provide the State Agency with a copy. The SFA will develop a procedure to ensure that onsite monitoring is conducted as required by the State Agency.</td>
</tr>
<tr>
<td>V-0300</td>
<td>300 - Meal Counting and Claiming - Lunch</td>
<td>There were patterns in the meal counts which appear questionable. A student who attends public school was shown as eating at KBW. The public school claims these lunches also. The SFA will submit the DE 118 (daily lunch meal counts) along with a roster listing students eligible for meals. The SFA will provide one week’s Production Records that indicate an accurate number of meals are being served and claimed. The State Agency will calculate fiscal action.</td>
</tr>
<tr>
<td>V-0400</td>
<td>400 - Meal Components and Quantities – Breakfast and Lunch</td>
<td>Fluid milk was not available in at least the two required varieties throughout the serving period. 2 different types of milk will be offered at all meals. Skim or 1% Plain milk and/or fat free flavored milk are options that may be served. Receipts indicating that two types of milk have been purchased should also be submitted along with a procedure to assure that milk in 2 allowed varieties is offered at breakfast. Documentation was received. No further action is needed.</td>
</tr>
<tr>
<td>V-0400</td>
<td>400 - Meal Components and Quantities - Breakfast</td>
<td>Day 7 of the production records does not indicate that milk was served or planned for service. The SFA will submit one week’s worth of production records that meet meal pattern requirements for breakfast for each day and for the week. The State Agency will calculate fiscal action.</td>
</tr>
<tr>
<td>V-0400</td>
<td>400 - Meal Components and Quantities - Lunch</td>
<td>All required meal components were not available on every reimbursable meal service line to all participating students prior to the beginning of meal service on the day of the review. The sack lunch being provided did not include fruit or milk. The SFA will also submit a menu for a sack lunch that meets meal pattern requirements. The State Agency will calculate fiscal action.</td>
</tr>
<tr>
<td>V-0400</td>
<td>400 - Meal Components and Quantities - Lunch</td>
<td>The minimum daily quantity requirements are not being met for the age/grade group being offered. The lunch meal contained inadequate grain servings on the day of the review. Chicken nuggets were served with one slice of Whole wheat bread which did not meet the minimum 2 ounce grain equivalent requirement for the day. The KBW 1 site will provide a week's worth of Production Records for lunch that follow the menu and contain all components of the reimbursable meal in the correct quantities. The menu submitted will meet the vegetable sub-group requirements. Labels for grains, Meat/Meat alternates and recipes will be provided for this week to determine crediting of portion sizes.</td>
</tr>
<tr>
<td>V-0400</td>
<td>400 - Meal Components and Quantities - Lunch</td>
<td>All reviewed meals during the review period do not indicate that all of the required meal components per weekly meal pattern requirements were offered and served to students. Milk is missing from several days of Production Records. A total of 7 days had no milk written in at all. See above corrective action. The State Agency will calculate fiscal action.</td>
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<tr>
<td>V-0500</td>
<td>500 - Offer versus Serve</td>
<td>500FOffer vs. Serve is not being implemented properly by the reviewed school. Students are served all meal components. Administration will retrain employees on Offer vs. Serve and emphasize that students are allowed to decline items as long as they take the required components for a reimbursable meal. An agenda and sign in sheet will be provided to State Agency. Production Records will be submitted indicating students have been able to select food items and decline food items.</td>
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