Georgia Department of Education School Nutrition Division
Administrative Review Summary

School Food Authority Name: North Metro Academy for Performing Arts

Date of Administrative Review entrance conference: December 5, 2016

Date the final review results were provided to the School Food Authority: January 11, 2017

Date review summary was publicly posted: ____________________

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
   - □ 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?
   - x Yes
   - □ No
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   - □ No
North Metro Academy of Performing (11352)

Review ID: 4757
Exit Conference Date: 12/7/2016

Review Year: 2017
Month of Review: October
Lead Reviewer: Dana Smith

<table>
<thead>
<tr>
<th>Area</th>
<th>Findings ID</th>
<th>Finding Description</th>
<th>Required Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor - Level Findings</td>
<td>V-0100</td>
<td>All selected applications were not correctly approved. 1 application was determined free but should have been reduced. 2 applications were determined reduced but should have been free. 1 application was missing. The students in this household withdrew on 11/7/16. 2 applications were missing a SSN.</td>
<td>The SFA will send adverse action letters to the households in which the applications were approved incorrectly and will update the benefit issuance roster. The SFA will request the missing SSN and record on the applications. The SFA will plan to attend summer training on application processing in 2017. Corrective action was completed onsite. No further action is needed.</td>
</tr>
<tr>
<td>Sponsor - Level Findings</td>
<td>V-0100</td>
<td>One application was denied but should have been reduced.</td>
<td>The SFA corrected the error in the meal application software, updated the issuance roster and sent a notification letter home to the parent. No further action is required.</td>
</tr>
<tr>
<td>Sponsor - Level Findings</td>
<td>V-0100</td>
<td>The SFA does not perform Direct Certification matches according to the required time frames.</td>
<td>The SFA developed a procedure to conduct direct certification matching at least three times per year. No further action is required.</td>
</tr>
<tr>
<td>1000 - Local School</td>
<td>V-1000</td>
<td>The SFA does not have an approved local wellness policy.</td>
<td>The SFA will submit a Wellness policy within 30 days and submit a copy of the policy for corrective action.</td>
</tr>
<tr>
<td>School Wellness Policy</td>
<td>V-1500</td>
<td>Reports are not submitted to the State agency as required. The SFA is two months behind in submitting their financials. Financials are due by the last day of the following month. September and October financials have not been submitted to the SA.</td>
<td>The SFA submitted to the state agency a procedure that states that financials are submitted by the last day of the following month. The SFA submitted the September and October financials. No further action is required.</td>
</tr>
<tr>
<td>1600 - School Breakfast and SFSP</td>
<td>V-1600</td>
<td>The school did not distribute breakfast menus or post the menu on the website</td>
<td>The SFA posted the breakfast menu on the school nutrition webpage while the state agency was on site. The finding was corrected onsite. No further action is needed.</td>
</tr>
<tr>
<td>Outreach</td>
<td>V-0200</td>
<td>The number of applications selected for verification was incorrect due to the SFA including the direct certified students in the total number of applications. The SFA selected 7 applications when it should have selected 4. The collection report was</td>
<td>The SFA will accurately complete the SFA Verification Worksheet and correct the Verification Collection Report. The SFA will also develop a verification procedure outlining the steps it will take to correctly conduct verification. Corrective action has been received, no further action is needed.</td>
</tr>
</tbody>
</table>

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Report Run: 1/9/2017 2:28:50 PM
completed on time, however it was inaccurate.

<table>
<thead>
<tr>
<th>200 - Verification</th>
<th>V-0200</th>
<th>One application was incorrectly verified. The income documentation was misinterpreted by the SFA and changed to reduced, but should have been changed to full paid.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>The SFA will send the adverse action letter to the household immediately and submit a copy to the state agency, giving 10 calendar day notice before changing the benefit status. The SFA will attend verification training in the summer of 2017. No further action is needed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>300 - Meal Counting and Claiming</th>
<th>V-0300</th>
<th>The SFA is not following their approved SFA-SA Agreement/application (including POS). The alternate location for ISS meals served was not included.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>The SFA will update the School Approval Module to accurately reflect how meals served outside of the cafeteria are counted and claimed. The SFA will develop a procedure as to how meals served outside of the classroom should be documented and counted. Corrective action has been received, no further action is needed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>300 - Meal Counting and Claiming</th>
<th>V-0300</th>
<th>The counts for all schools for the review period are not correctly consolidated and claimed by the SFA. The problem is systemic. The miscalculation of the claim is two-fold: 1. Mathematical errors were made during the consolidation process, 2. The point of sale program counts alternative meals as reimbursable meals even though they are not reimbursable. These numbers are not always deducted from the totals properly.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>To assure the accuracy of Meal Counts and consolidation, the SFA will develop a spreadsheet to enter the daily numbers so they will be totaled correctly. The SFA will also develop a procedure to exclude non-reimbursable meals from the counts and claim. Corrective action has been received, no further action is needed.</td>
</tr>
</tbody>
</table>

**Site - Level Findings: North Metro Academy (1)**

<table>
<thead>
<tr>
<th>300 - Meal Counting and Claiming – Breakfast and Lunch</th>
<th>V-0300</th>
<th>The meal counting system as implemented does not prevent overt identification of students receiving free and reduced price benefits. The price of a meal charged a student appears on screen where other students can see.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>The meal counting system as implemented does not prevent overt identification of students receiving free and reduced price benefits. The SFA will turn the screen at an angle where only the cashier will be able to read the Point of Sale screen. The corrective action was observed, no further action is needed.</td>
</tr>
</tbody>
</table>