Georgia Department of Education School Nutrition Division  
Administrative Review Summary

School Food Authority Name: Ivy Preparatory Academy School – Gwinnett County location.

Date of Administrative Review entrance conference: Tuesday, Feb. 21\textsuperscript{st}, 2017.

Date the final review results were provided to the School Food Authority: Thursday, Feb. 23\textsuperscript{rd}, 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? No
   - ☐ 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
Commision Charter Schools - Ivy Preparatory Academy School (7830110)

Review ID: 4755

Exit Conference Date: 2/24/2017

Review Year: 2017
Month of Review: January
Lead Reviewer: J'Amy Petersen

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<tr>
<th>Area</th>
<th>Findings ID</th>
<th>Finding Description</th>
<th>Required Corrective Action</th>
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<tr>
<td>Sponsor - Level Findings</td>
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<tr>
<td>100 - Certification and Benefit Issuance</td>
<td>V-0100</td>
<td>Four (4) total F/R applications were missing items on the student certification materials. Two (2) F/R applications were missing the last four digits of SS#s and two (2) F/R applications were missing adult Signatures.</td>
<td>Application corrections were made while onsite with review. Parent/Guardian Notification Letter sent out and Benefit Issuance Roster was updated. No further action is needed. The State Agency will calculate fiscal action.</td>
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<tr>
<td>100 - Certification and Benefit Issuance</td>
<td>V-0100</td>
<td>The SFA did not accurately update benefit issuance document in a timely manner. Four (4) Free (2) and Reduced (2) students were listed on the Benefit Issuance Roster which had no supporting certification documentation.</td>
<td>The SFA provided training onsite to the appropriate staff on the Benefit Issuance and F/R application processing procedure and submitted an agenda, sign in sheet with the date of the training (see attachment). Benefit Issuance roster errors have been corrected. No further action is needed. State will calculate fiscal action.</td>
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<tr>
<td>300 - Meal Counting and Claiming</td>
<td>V-0300</td>
<td>The SFA incorrectly consolidated and claimed the January 2017 Lunch meals.</td>
<td>The SFA developed a Meal Counting and Claiming procedure to correct the finding and has submitted a copy of the procedure for corrective action. The SFA will provide training to appropriate staff on the correct procedure and submit an agenda, sign in sheet with the date of the training. The State Agency will calculate fiscal action. The finding was corrected onsite. No further action is needed.</td>
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Site - Level Findings: Ivy Preparatory Academy At Gwinnett, Inc. (110)

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<td>1100 - Smart Snacks in School</td>
<td>V-1100</td>
<td>Foods and beverages sold to students during the school day do not meet Smart Snacks standards. There are 4 items in the vending machine that did not meet the smart snack standards. They are SunChips (garden</td>
<td>The SFA will contact the food vendor to replace the snacks that do not meet the smart snack standards. SNP Director shared competitive foods policy and GaDOE SNP Smart Snacks fact sheet with administrative staff at Ivy Preparatory Schools-Gwinnett and Kirkwood, see enclosed attachment.</td>
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salsa flavor and original flavor), Odwalla superfood bar, Luna whole nutrition bar.

SA reviewer showed and discussed the attached Exempt Fundraiser Tracking Sheet with Ivy Preparatory Academy administrative staff. No further action is needed.

| 400 - Meal Components and Quantities - Lunch | V-0400 | The grain amount in the daily chef salad did not meet minimum weekly grain requirement amount. Corn muffins on Jan 12 and waffles on Jan 10 were not whole grain rich. | The SFA will receive training on the grain requirements for the meal pattern. Submit the agenda and sign in sheet for the training. Corrective action has been received. No further action is needed. |