Mr. Scott Cowart  
Superintendent  
Carroll County Schools  
164 Independence Drive  
Carrollton, Georgia 30116

Dear Mr. Cowart:

We appreciate your school nutrition staff's cooperation and assistance during the School Nutrition Program review conducted under Administrative Review (AR) regulations, Chapter 7 Code of Federal Regulations Part 210.18 and Part 210.19(1) on November 27 – 30, 2017. The AR was conducted at Bowden High, Villa Rica Middle, Ithica Elementary and Mt. Zion Elementary. This communication contains the results of the review which were discussed during the exit conference on November 30, 2017. It includes review findings as well as commendations and recommendations for program improvement.

The review revealed four (4) findings in the critical areas and five (5) findings in the general areas. The review of the Afterschool Snack Program revealed compliance with requirements. An Administrative Report of Findings is enclosed. I commend you and your staff for completing all corrective action. The review is closed.

Errors were noted in benefit issuance and or certification of meal benefits to students at the review schools. Because the error rate was 3% or less, fiscal action will not be taken at the SFA level.

If in operation, the Seamless Summer Option (SSO) will be reviewed this summer. SSO must be compliant with meal counting, claiming, menu planning and food safety requirements. An area consultant will be in contact with the School Nutrition Director to schedule this portion of the review.

A separate procurement review is required to be conducted as a part of this AR. Please send the necessary procurement documents. You will receive a separate letter with the results of this review once it has been conducted.
Mr. Scott Cowart  
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December 27, 2017  

Per federal regulations, the results of your review will be posted on our website at http://snp.wpgadoe.org/administrative-review/ar-results/.  

The AR does not constitute an audit under Federal Office of Management and Budget Circular A-133 and related audit standards. Future audits of program areas that were covered by this review could generate different findings including fiscal action.  

Please contact Ms. Lucy Balogun, Area Consultant, at 404-295-9626 or Ms. Sarah Combs, Compliance Specialist, at 404-694-9781 if you have questions and or concerns related to this matter.  

Sincerely,  

[Signature]  
Nancy Rice, M.Ed., RD, LD, SNS  
State Director, School Nutrition Division  

NR:kmb  
Enclosures  
cc: Ms. Bridgett Cross  
Ms. Lucy Balogun  
Ms. Sarah Combs  
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## Sponsor - Level Findings

### 100 - Certification and Benefit Issuance
- **Findings ID:** V-0100
- **Finding Description:** One selected application out of 590 reviewed was not correctly approved.
- **Required Corrective Action:** The SFA identified the error prior to the on-site review and sent the household an adverse action letter. The finding was corrected prior to the State Agency onsite. No further action is needed. The state agency will calculate fiscal action.

### 1200 - Professional Standards
- **Findings ID:** V-1200
- **Finding Description:** The SFA must submit written documentation explaining how managers will complete 10 hours of job-specific training this school year.
- **Required Corrective Action:** The SFA will ensure that they maintain documentation of trainings provided to staff. A plan of action and agendas were submitted documenting the time spent on training and the topics covered.

### 300 - Meal Counting and Claiming
- **Findings ID:** V-0300
- **Finding Description:** The signed DE 112, and DE 118 turned into the central office matched the DE 106 and the DE 107. However, when the managers uploaded the DE 112, and DE118, two schools had made changes modifying the DE 118 and/or DE 112 and did not notify the central office.
- **Required Corrective Action:** The SFA refreshed their procedure for managers to follow when making corrections to the Daily Number of Lunches or Breakfasts Served reports. The director notified managers of the procedure and provided a copy of the email as documentation.

### 800 - Civil Rights
- **Findings ID:** V-0800
- **Finding Description:** Civil Rights training has not been provided to the SNP staff. Georgia SNP provides 3 short videos that contain all of the training components for Civil Rights training in the SNP. The SNP Director has seen the videos but not provided them to her staff.
- **Required Corrective Action:** The SFA provided the civil rights training to staff and provided the sign-in sheets indicating that all SNP employees have viewed the three videos on Civil Rights.

### 400 - Meal Components and Quantities - Lunch All Schools
- **Findings ID:** V-0400
- **Finding Description:** All grains at lunch were not whole grain rich and there was not an approved waiver.
- **Required Corrective Action:** The SFA will ensure all grains are whole grain rich. The SFA submitted a copy of correspondence with managers to offer only whole grain rich items to students and a copy of their most recent bread receipts as corrective action.

## Site - Level Findings: Villa Rica Middle (305)

### 1100 - Smart Snacks in School
- **Findings ID:** V-1100
- **Finding Description:** The reviewer observed 2 items that did not meet Smart Snack requirements. The two items were salted almonds and an ice cream cone.
- **Required Corrective Action:** The reviewer met with the principal to inform her about the two products that did not meet Smart Snack standards. The principal contacted the vending companies to have the products removed immediately. The school corrected the finding onsite and the SA observed corrective action.

### 400 - Meal Components and Quantities - Lunch
- **Findings ID:** V-0400
- **Finding Description:** The amount of fruit juice offered at lunch exceeded allowed amounts.
- **Required Corrective Action:** The SFA sent an email to all schools that students are not allowed to take 1 1/2 cups fruit juice. No further action is needed.
### Site - Level Findings: Bowdon High School (3050)

<table>
<thead>
<tr>
<th>1100 - Smart Snacks in School</th>
<th>V-1100</th>
<th>Some foods sold to students during the school day do not meet Smart Snacks.</th>
<th>The school principal contacted the snack vendor to have the products removed and provided a copy of the e-mail sent to the snack vendor requesting the noncompliant items removal.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400 - Food Safety</td>
<td>V-1400</td>
<td>Selected relevant temperature logs were not available for review.</td>
<td>The SFA will provide training to appropriate staff on the correct procedure for recording all hot and cold food temperatures and provided a sign in sheet with the date of the training as corrective action.</td>
</tr>
</tbody>
</table>
Administrative Review
Commendations and Program Recommendations

622 Status: Active
Carroll County

Sponsor Level Commendations

Description
Marian Freeman, Laura Hlgdon, Kim McElwaney, Laurie Phillips and Bridgett Cross were all very accommodating and whenever a review item was needed they provided all documentation timely. They were all very gracious.

Ms. Cross, Ms. Freeman and Ms. McElwaney accompanied state reviewers on school visits and helped reviewers with needed information and answered questions about school operations.

Janet Smith, F/R Specialist, was extremely organized and had all requested student certification documentation available during both the off- and on-site portions of the review. Having secure online access to the documentation allowed state staff to complete most of this portion of the review prior to coming on-site.

The free and reduced meal application verification files were well organized and maintained. Ms. Janet Smith does an excellent job of maintaining the free and reduced applications.

Site Level Commendations (Mount Zion Elementary School)

Description
The school nutrition staff exhibited good working relationships with one another and positive relationships with the students.

The school nutrition staff maintained a clean working environment during meal service.

Site Level Commendations (Villa Rica Middle)

Description
The serving lines and bulletin boards were attractively decorated to reflect the holiday season and nutrition information.

The Manager, Tona Cook is to be commended for helping prepare lesson plans for a four-week nutrition and food demonstration, which she teaches after her regular work day.

The kitchen, serving lines and storage areas were clean and organized. Congratulations on perfect scores of 100 on health inspections.

All records are well organized and maintained.

Site Level Commendations (Ithica Elementary)

Description
The Nutrition Staff worked hard to ensure the food on the serving line was presented well and the service area remained clean.

The School Nutrition Manager, Marianne Arnold, demonstrated good leadership qualities. She was very involved with the daily task and communicated with her staff respectfully.
Site Level Commendations (Bowdon High School)

Description

The manager at Bowden High pays close attention to food inventory and food cost management.

Bowden High’s lunch service offered a lovely variety of fruit and vegetable servings, above that required by the meal plan. The display was colorful and appetizing.

The staff at Bowden High worked well together, even though they had additional staff that were not regular team members.

The kitchen at Bowden High was exceptionally clean and food safety sanitation scores were 100-A for several past reviews.

Bowdon High is to be commended for their breakfast outreach utilizing a grab and go breakfast located where car riders and bussed students enter the building.

Program Recommendations

Description

The managers should sign and date the original DE 113, DE112, and DE 118 daily records of meals served. The managers' signed and dated copies would be used as documentation for the DE 106 school claim.

Recommend that the Local School Wellness Policy and reports be placed in a more prominent place on the web site.