Georgia Department of Education School Nutrition Division
Administrative Review Summary

School Food Authority Name: Gilmer County Schools

Date of Administrative Review entrance conference: April 16th, 2018

Date the final review results were provided to the School Food Authority: May 18th, 2018

Date review summary was publicly posted: June 8, 2018

General Program Participation
1. What Child Nutrition Programs does the School Food Authority participate in?
   - 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?
   □ Community Eligibility Provision
   X Special Provision 2 - Breakfast Only

Review Findings
3. Did the review identify areas of non-compliance with School Nutrition Program Regulations?
   X Yes □ No
Review Year: 2018
Month of Review: March
Lead Reviewer: Lucy Balogun

<table>
<thead>
<tr>
<th>Area</th>
<th>Findings ID</th>
<th>Finding Description</th>
<th>Required Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Mgt Comprehensive Review</td>
<td>V-RMCRF</td>
<td>The SFA did not have sufficient checks and balances over adult meal sales and à la carte meal sales. SFA's cash income report form did not include a column for shortage/overage. This led to employees adjusting sales to reconcile.</td>
<td>The SFA created a new distribution of cash income form and will have financial manager to reconcile monthly. A copy of the form was provided as corrective action.</td>
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<td>Resource Mgt Comprehensive Review</td>
<td>V-RMCRF</td>
<td>The SFA revenue ratio was less than the food cost ratio and the SFA did not take steps to address the additional revenue needed to comply.</td>
<td>The SFA has become provision 2 for breakfast and will verify the need to increase à la carte. No further action is necessary.</td>
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