Georgia Department of Education School Nutrition Division
Administrative Review Summary

School Food Authority Name: **Jackson County Schools**

Date of Administrative Review entrance conference: 11/13/2017

Date final review results were provided to the School Food Authority: 11/15/2017

Date review summary was publicly posted: 1/12/2018

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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
## Sponsor - Level Findings

<table>
<thead>
<tr>
<th>Area</th>
<th>Findings ID</th>
<th>Finding Description</th>
<th>Required Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - Certification and Benefit Issuance</td>
<td>V-0100</td>
<td>The SFA incorrectly determined the application for one student to be reduced. The SFA misread the income on the application as $725 instead of $775. This caused a reduction in the benefits from reduced to denied. The error was found during verification of the application. Verification documentation certified a higher income than was originally reported on the application.</td>
<td>The SFA sent an adverse action letter to the household on 10/25/17 and a reduction of benefits began on 11/8/17. No further action is needed. This finding is closed.</td>
</tr>
</tbody>
</table>

## Site - Level Findings: North Jackson Elementary School (3050)

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<tr>
<td>1700 - Afterschool Snack</td>
<td>V-1700</td>
<td>Portion sizes are not being recorded on the production records. On 10/9, nine servings of a non-creditable grain were served. The item was baked chips. This was a substitution made for the tortilla chips that were planned when there were not enough tortilla chips for all students.</td>
<td>SFA will submit a copy of the snack production records that include portion sizes. Onsite training was provided to the manager. The manager was instructed to check with the menu planner if a substitute item must be served at snack to assure that the substituted item is creditable. No further action is needed. This finding is closed.</td>
</tr>
</tbody>
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## Site - Level Findings: South Jackson Elementary School (4050)

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<tr>
<td>1400 - Food Safety</td>
<td>V-1400</td>
<td>Selected relevant temperature logs were not available for review. The reach-in refrigerators do not have temperature logs. The cooler and freezer logs were not current on the day of the review. No calibration logs were available. Hot food temperature logs on the day of the review were not available until the reviewer asked the staff about temperatures.</td>
<td>The staff at South Jackson will receive training on taking temperatures for hot and cold foods, calibration of thermometers and temperature requirements for all cold equipment. The director provided training to the staff on November 15, 2017. Agenda and sign-in sheet are attached. No further action is needed. This finding is closed.</td>
</tr>
</tbody>
</table>