Georgia Department of Education School Nutrition Division
Administrative Review Summary

School Food Authority Name: Tattnall County Schools

Date of Administrative Review entrance conference: 1/27/2017

Date final review results were provided to the School Food Authority: 3/31/2017

Date review summary was publicly posted: 4/3/2017

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
<table>
<thead>
<tr>
<th>Area</th>
<th>Findings ID</th>
<th>Finding Description</th>
<th>Required Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400 - Food Safety</td>
<td>V-1400</td>
<td>The newly updated Food Safety Plan is not being implemented as written.</td>
<td>Review with the SNP staff the newly updated Food Safety Plan, emphasizing date marking and logging of food temperatures. Provide agenda and rosters of completed training. Documents were provided. This finding is closed.</td>
</tr>
<tr>
<td>1600 - School Breakfast and SFSP Outreach</td>
<td>V-1600</td>
<td>The SFA has not conducted outreach to inform the community about the availability and location of free meals for students via the SFSP in the past.</td>
<td>The SFA will provide the State Agency with a plan for how they will conduct outreach for this calendar year summer meals program. A summer meal program announcement was provided to the state. No further action is needed. This finding is closed.</td>
</tr>
<tr>
<td>State Board Rule Checklist</td>
<td>V-SBRC</td>
<td>Two school nutrition employees that had been hired by the Tattnall County BOE have not had ONE within the one year time frame.</td>
<td>Offer Orientation for Nutrition Employees (ONE) to the two employees out of compliance before the end of this school year. Provide training schedule with a copy of the registration for employees missing ONE. All documents were received by the state. No further action is needed. This finding is closed.</td>
</tr>
</tbody>
</table>
Are there additional employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program. Have these employees received the required applicable training? Special Education employees responsible for handling student lunches were not following food safety procedures. These employees were not trained.

The SFA is to create a training plan for other school employees who handle school meals. Include proper hand washing procedures and the use of gloves for employees who handle student meals. Documents were provided. This finding is closed.