Georgia Department of Education School Nutrition Division
Administrative Review Summary

School Food Authority Name: Thomasville City Schools

Date of Administrative Review entrance conference: February 6, 2018

Date the final review results were provided to the School Food Authority:

Date review summary was publicly posted:

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

2. Does the School Food Authority operate under any Special Provisions for meal counting and claiming?

   Community Eligibility Provision

Review Findings
3. Did the review identify areas of non-compliance with School Nutrition Program Regulations?

   Yes
Richard Woods, Georgia's School Superintendent

"Educating Georgia's Future"

February 28, 2018

Dr. Laine Reichert
Superintendent
Thomasville City Schools
404 N. Broad Street, 3rd Floor
Thomasville, Georgia 31792

Dear Dr. Reichert:

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 February 6-9, 2018. The AR was conducted at Thomasville High School and McIntyre Middle School. This communication contains the results of the review which were discussed during the exit conference on February 9, 2018. It includes review findings as well as commendations and recommendations for program improvement.

The review revealed two findings in the critical areas and two findings in the general areas. An Administrative Report of Findings is enclosed.

The review of the Fresh Fruit and Vegetable Program revealed one finding.

The enclosed Administrative Review Report of Findings may include findings discovered after the exit conference. It identifies the corrective action, timeframes for completion and the documentation needed. Remember findings must be corrected system-wide. Please note that fiscal action may be required for critical area violations and some general area violations. Fiscal action will be determined upon satisfactory completion of corrective action. Timely return of corrective action ensures that funds will not be withheld. A follow-up review may be necessary if corrective action is not completed or to verify that corrective action was completed system-wide.

Your system’s Corrective Action Plan, along with requested documentation, must be submitted to the state office no later than 30 calendar days after the date of this letter, unless otherwise stated in the Administrative Review Report of Findings. Please submit your corrective action responses via Colyar, our web-based AR tracking system. Directions for attaching corrective action documents in Colyar are enclosed.
If in operation, the Seamless Summer Option (SSO) will be reviewed this summer. The 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 Administrative Review. You will receive a separate letter with the results of this review.

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 the Area Consultant, Robert Wheeler, at 404-354-2742 or Linda Azain, Compliance Specialist, at 404-805-8865 if you have questions and or concerns related to this matter.

Sincerely,

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

NR:mj
Enclosures
cc: Ms. Karen B. Rehberg, SNP Director
     Mr. Robert Wheeler, Area Consultant
     Ms. Linda Azain, Compliance Specialist
U:\RTAU\Administrative Review\AR 2018\Reviews\Thomasville City\ AR Letters Results SY18
Colyar
Administrative Review
Commendations and Program Recommendations

Thomasville City Schools

Sponsor Level Commendations

Description
The Thomasville City office staff was very welcoming. They willingly supplied all documentation that was requested. They were open to suggestions and answered all questions. They were very knowledgeable of the students in their system.

Site Level Commendations Thomasville City High School

Description
The School Nutrition Program at Thomasville High School has a warm and welcoming feel. The serving lines were beautifully decorated for the season. Posters promoting good nutrition were displayed nicely in the serving areas. The food was presented attractively on the serving lines. The interactions of the school nutrition staff with the students and school staff were positive. The staff at Thomasville High School appeared to work well together. The manager and assistant manager work alongside the employees to prepare and serve meals in a timely manner. Efficient scheduling of employee start/end times and breaks by the manager allows for a continuous workflow. The food quality was exceptional. The staff did a great job keeping the food hot and fresh on the line. The homemade lasagna at Thomasville High School was excellent!

Program Recommendations

Subject: Breakfast
Thomasville City Schools previously operated CEP in four schools. Due to a decrease in funds Thomasville City High was removed from CEP beginning SY18. After review of participation data system-wide and at Thomasville High School the state agency recommends focusing on the breakfast program system-wide. Currently the breakfast participation is 36%. There is room for growth and an increase in breakfast participation would likely have a positive financial impact on the program.

Program Recommendations

Description: Average Daily Attendance
After review of Thomasville High School’s Breakfast and Lunch Participation and Cost reports, it was noted that the ADA (Average Daily Attendance) includes enrolled students at THS and Scholar’s Academy. Scholar’s Academy is located on the campus of MacIntyre Park Middle School. The meals for this group of students are claimed by MPMS. It is suggested by the State Agency to report the ADA for Scholar’s Academy with MPMS instead of Thomasville High School. This will provide accurate participation and cost data for Thomasville High School and MacIntyre Park Middle School.
### Sponsor - Level Findings

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<thead>
<tr>
<th>Area</th>
<th>Findings ID</th>
<th>Finding Description</th>
<th>Required Corrective Action</th>
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</thead>
<tbody>
<tr>
<td>100 - Certification and Benefit Issuance</td>
<td>V-0100</td>
<td>Two benefit issuance errors were noted.</td>
<td>The School Food Authority will develop a procedure for processing applications that includes a second party check of applications. Submit a copy of the procedure for approval. The State Agency will calculate fiscal action.</td>
</tr>
<tr>
<td>700 - Resource Management (2018)</td>
<td>V-0700</td>
<td>SFA did not increase its lunch prices at a level required by the USDA Paid Lunch Equity Tool. SFA was charging $1.25 and should have been charging $1.35.</td>
<td>SFA must submit corrective action explaining how they are going to meet the minimum requirement weighted average price of $1.35 as shown by the USDA Paid Lunch Equity Tool.</td>
</tr>
<tr>
<td>700 - Resource Management (2018)</td>
<td>V-0700</td>
<td>SFA was not in compliance with the Non-Program Foods Revenue Tool. They must increase prices to at least break even on the sale of these items.</td>
<td>SFA must submit a plan on how they plan to raise prices on adult meals so that at least the cost of each plate is covered.</td>
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### Site - Level Findings: Scott Elementary School (3052)

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<tr>
<td>1900 - Fresh Fruit and Vegetable Program (FFVP)</td>
<td>V-1900</td>
<td>The Fresh Fruit and Vegetable Program (FFVP) has not been widely publicized within the school. Teachers and students know about FFVP because they are involved in serving and being served.</td>
<td>The SFA will submit a plan to publicize the FFVP within the school.</td>
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### Site - Level Findings: Thomasville High School (4052)

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<tr>
<td>400 - Meal Components and Quantities - Lunch</td>
<td>V-0400</td>
<td>410F. Planned menu quantities do not meet meal pattern requirements for the review period. The whole muscle spicy chicken patty on 12.4-17 only credited as 1.5 oz of meat/meat alternate. The spicy chicken sandwich was offered once during the review period as an entire choice on one of the three serving lines. This was not a repeat violation from previous reviews. School Year 2018 is the first Administrative Review for Thomasville City Schools.</td>
<td>SNP Director will work with grocery vendor to procure a spicy chicken product that credits 2 oz of meat/meat alternate. Credential documentation of the new product and vendor invoice will be submitted to State Agency. Updated menu worksheet will also be submitted as documentation. Corrective action was received. No further action is needed.</td>
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