Georgia Department of Education School Nutrition Division
Administrative Review Summary

School Food Authority Name: Trion City Schools

Date of Administrative Review entrance conference: February 13, 2018

Date the final review results were provided to the School Food Authority: February 28, 2018

Date review summary was publicly posted: ___________________

General Program Participation
1. What Child Nutrition Programs does the School Food Authority participate in?
   - X School Breakfast Program
   - X 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?
   - X Yes
   - □ No
Dr. Phil Williams  
Superintendent  
Trion City Schools  
239 Simmons Street  
Trion, GA 30753  

Dear Dr. Williams:  

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 13-14, 2018. The AR was conducted at Trion Elementary, Middle, and High Schools. This communication contains the results of the review which were discussed during the exit conference on February 14, 2018. It includes review findings as well as commendations.  

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

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, Linda Waters, at 404-922-3838 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. Susan T. Daffron, SNP Director
       Ms. Linda Waters, Assigned Area Consultant, Team Lead
       Ms. Linda Azain, Compliance Specialist
U:\RTAU\Administrative Review\AR 2018\Reviews\Trion City\AR Results Letter SY18
       Colyar
## Sponsor Level Commendations Trion City Schools

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Trion City School System is commended for its commitment to the School Nutrition Program and upholding high professional standards through its employment of Ms. Susan Daffron who holds professional certification as a School Nutrition Director through the Georgia Professional Standards Commission continually since 1990.</td>
</tr>
<tr>
<td>The School Nutrition Director provided organized and detailed reports/documentation and was very cooperative with the reviewers.</td>
</tr>
<tr>
<td>Ms. Daffron was very helpful, and knowledgeable. Her leadership and expertise is duly noted and recognized. All requested documents were provided in a timely manner; it made conducting the review enjoyable.</td>
</tr>
</tbody>
</table>

## Site Level Commendations Trion Elementary School

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The school nutrition staff work as a team and are organized and efficient.</td>
</tr>
</tbody>
</table>
Trion City (791)
Review ID: 858
Exit Conference Date:

Review Year: 2018
Month of Review: January
Lead Reviewer: Linda Waters

<table>
<thead>
<tr>
<th>Area</th>
<th>Findings ID</th>
<th>Finding Description</th>
<th>Required Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor - Level Findings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 - Certification and Benefit Issuance</td>
<td>V-0100</td>
<td>Due to extenuating circumstances, where the state auditor was on site for the first month of school, the School Nutrition Director was not able to approve all applications within the first 10 operating days of receipt. She did prioritize new students' and Pre K students' applications for approval.</td>
<td>The school system will not allow the auditor to review the first month of school. The SFA will develop a procedure to assure that applications are processed within 10 days of receipt.</td>
</tr>
<tr>
<td>1100 - Smart Snacks</td>
<td>V-1100</td>
<td>Coke vending machines are operating during the school day, with beverages that do not meet smart snacks regulations.</td>
<td>Written documentation will be submitted verifying that non-compliant smart snack beverages are not available to students during the school day.</td>
</tr>
<tr>
<td>Resource Mgt Comprehensive Review</td>
<td>V-RMCRF</td>
<td>Breakfasts and lunches served to teachers, administrators, custodians and other adults were not priced so that the adult payment in combination with any other payment was sufficient to cover the cost.</td>
<td>SFA will submit a corrective action plan stating that they will increase adult meal prices to cover the meal cost.</td>
</tr>
<tr>
<td>Site - Level Findings: Trion Elementary School (101)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1400 - Food Safety</td>
<td>V-1400</td>
<td>All foods were not dated with month, day, and year received.</td>
<td>All foods must be dated with month, day, and year when received into inventory. SFA will submit a procedure showing that they are in compliance with this regulation and that all staff have been trained or notified with the new procedure.</td>
</tr>
</tbody>
</table>