

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Charleston School District

Date of Administrative Review (Entrance Conference Date): 1/15/2025

Date review results were provided to the School Food Authority (Exit Conference Date): 1/30/2025

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)
 - ☒ School Breakfast Program
 - ☒ National School Lunch Program
 - ☐ Fresh Fruit and Vegetable Program
 - ☐ Afterschool Snack
 - ☐ Seamless Summer Option
2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)
 - ☐ Community Eligibility Provision
 - ☐ Special Provision 2

Review Findings

3. Were any findings identified during the review of this School Food Authority?
 - ☒ Yes
 - ☐ No

REVIEW FINDINGS				
A. Meal Access and Reimbursement – Performance Standard 1				
YES	NO		Technical Assistance	Corrective Action
☒	☐	Certification and Benefit Issuance	☒	☒
☐	☒	Verification	☐	☐
☒	☐	Meal Counting and Claiming	☒	☒
☐	☒	Charge Policy and Unpaid Meal Procedures	☐	☐
1. Upon review of 214 eligibility source documents, the following errors were found: a. Nineteen free and reduced applications were processed over ten 10 days. In accordance with 7 CFR 245.6(c)(6)(i), the local educational agency must notify the household of the children's eligibility and provide the eligible children with the benefits to which they are entitled within 10 operating days of receiving the application. b. One application was missing the last four digits of the adult's Social Security Number and an indication that the adult does not have a Social Security Number. In accordance with 7 CFR 245.6(a)(6), the last four digits of the social security number of the adult household member who signs the applications must be provided. c. Two applications were miscalculated resulting in the household's status being changed. One application containing two students was changed from reduced to paid status and One application containing three student was changed from free to reduced status. In accordance with 7 CFR 210.7(c)(I)(i), the school food authority must correctly approve each child's eligibility for free and reduced meals. 2. On the day of review at Charleston Elementary it was observed that meal counts were not taken at the point of service. In accordance with 7 CFR 220.11(d) meal counts must be				

obtained at the actual point of service, ensuring that only reimbursable meals are counted and claimed for federal reimbursement.

B. Meal Patterns and Nutritional Quality

YES	NO		Technical Assistance	Corrective Action
☒	☐	Meal Components and Quantities	☒	☒
☐	☒	Offer versus Serve	☐	☐
☐	☒	Dietary Specifications and Nutrient Analysis	☐	☐

3. Upon review of production records and supporting documentation, the following errors were found:

- a. On three of the five days, preschool students were served grain-based desserts as part of the reimbursable meal at breakfast. In accordance with 7 CFR 220.8(o)(2), grain-based desserts may not contribute toward meeting meal pattern requirements for preschoolers.
- b. On one of the five days, only ½ cup of fruit was offered to students at breakfast. In accordance with 7 CFR 220.8(c), schools must offer a minimum of 1 cup of fruit daily for grades K-12.
- c. Breakfast and lunch production records reported inaccurate meal contributions. In accordance with 7 CFR 220.8(a)(3) and 7 CFR 210.10(a)(3), school food authorities must keep accurate production and menu records for the meals they produce. These records must show how the meals offered contribute to the required meal components and food quantities for each age/grade group every day

C. General Program Areas

YES	NO		Technical Assistance	Corrective Action
☐	☒	Resource Management	☐	☐
☐	☒	Civil Rights	☐	☐
☐	☒	SFA On-Site Monitoring	☐	☐
☐	☒	Local School Wellness Policy	☐	☐
☐	☒	Smart Snacks in Schools	☐	☐
☐	☒	Professional Standards	☐	☐
☐	☒	Water	☐	☐
☐	☒	Food Safety, Storage, and Buy American	☐	☐
☐	☒	Reporting and Record Keeping	☐	☐
☐	☒	School Breakfast Program and Summer Meals Outreach	☐	☐
☐	☐	After School Snack	☐	☐
☐	☐	Seamless Summer	☐	☐
☐	☐	Fresh Fruit and vegetable Program	☐	☐
☐	☐	Other:	☐	☐