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Kentucky Department of Agriculture

February 24, 2012

Ms. Martha Sebring, Food Service Director
Gallatin County Schools
600 East Main Street
PO Box 147
Warsaw, Kentucky 41095

Dear Ms. Sebring:

On February 23, 2012, Larry Garriott, Ag Program Coordinator, Department of Agriculture, Division of Food Distribution, conducted a review of the Commodity Food Program in your central office. A school review was also conducted at the following school:

Gallatin County Upper Elementary/Middle School

The scope of these reviews involved: an examination of all agreements and contracts, processing, knowledge of WBSCM, FFAVORS/DOD, training, local compliance reviews, receipt of donated foods, storage facilities and storage practices, and other records.

The results of these reviews are detailed in the enclosed reports. You will note there were no discrepancies identified or further action needed at either of the review sites. Therefore, these reviews are considered closed.

We want to thank you and the food service staff for helping make these reviews a success. If this office may be of further assistance to you, or if you should have any questions, please contact Larry Garriott at 502-573-0435 or Steve Castanis at 502-573-0433.

Sincerely,

Steve Castanis, Branch Manager
Division of Food Distribution

SC/lg
Enclosures



ADMINISTRATIVE REVIEW REPORT OF FINDINGS

REVIEW SITE: Gallatin County Schools Central Office

REVIEW CODE: 039101000

REVIEW DATE: February 23, 2012

PERSON INTERVIEWED: Martha Sebring, Food Service Director

AGREEMENTS, CONTRACTS AND RECORDS

Observations:

The Permanent Agreement between the State Agency and Gallatin County Schools is on file.

All updated attachments are being maintained with the Permanent Agreement.

Required records are being held for three years plus the current year.

Gallatin County Schools is not utilizing the services of a commercial food management system.

Ms. Martha Sebring, Food Service Director, is aware of the proper procedure to order USDA foods via the United States Department of Agriculture WBSCM system.

Ms. Sebring is aware of how to track entitlement/bonus dollars on the WBSCM system.

Gallatin County Schools is not participating in the FFAVORS/DOD Program.

All Policy and Information Memorandums are current and on file. New information has been forwarded to appropriate lunchroom personnel.

This district holds monthly managers meetings. Ms. Sebring also has daily contact with her three lunchroom managers. Any commodity updates are discussed as needed.

Ms. Sebring is well aware of all the information available from our Website.

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PROCESSING

Observation:

At this time donated food is being processed. Ms. Sebring is using the services of Brookwood Farms, Bosco's, Jennie-O, JTM, Lamb Weston, Ling's, Red Gold, Rich's, Schwan's, Simplot, Smucker's, Sunnyfresh, Tastee Brands, and Tyson to process donated foods into various end products. She is using both fee-for-service and NOI methods of processing. There have been no problems with any of the state-approved processors or the quality of their products.

STORAGE

Observations:

Donated foods are not being stored at any facility other than the state contracted distributor.

During the summer, any remaining donated foods are being stored in the schools. Cooler and freezer space is utilized for storage of any remaining grain products and perishables to help prevent loss. Freezer/cooler temperatures are monitored by the Smart Temps Monitoring System. This system notifies Ms. Sebring if temperatures go out of the acceptable temperature ranges. Various school personnel are also in the cafeteria over the summer to check on foods.

RECORDS

Observations:

All Local Compliance Reviews have been completed prior to February 1. Discrepancies noted have been corrected.

At this time the KY-FD-3 form is not being used. Ms. Sebring is currently processing just about all USDA foods. The schools are receiving these processed foods as NOI or as a Fee for Service direct shipments. No USDA foods have been received at the state contracted distributor, KC Provisions.

Any discrepancies in shipment are to be noted on distributor's invoice. Managers are to contact Ms. Sebring.

Ms. Sebring is aware of required procedures regarding the district's role in case of disaster.

Ms. Sebring will inform school personnel of any/all food alerts or recalls. There have been none noted for the current school year.

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Gallatin County Schools is maintaining written procedures of their district's policy regarding integrated pest management.

Ms. Sebring continues to do an excellent job with the USDA Foods Program. All records are on file and readily available.

RECEIPT OF DONATED FOODS

Observation:

Most USDA foods allocated to Gallatin County Schools are arriving as NOI or as Fee for Service direct shipments. Up to this time there have been no USDA foods received and/or in storage at K.C Provisions. There have been no problems with deliveries from any of the companies that deliver foods to this district.

ADMINISTRATIVE REVIEW REPORT OF FINDINGS

REVIEW SITE: Gallatin County Upper Elementary/Middle School

REVIEW CODE: 039101002

REVIEW DATE: February 23, 2012

PERSON INTERVIEWED: Martha Sebring, Food Service Director
Beverly Pemberton, Lunchroom Manager

STORAGE FACILITIES

Observations:

Adequate dry, freezer and cooler storage is available.

All foods are stored off the floor on pallets and/or shelves.

Ventilation and air circulation is adequate.

STORAGE PRACTICES

Observations:

Most recent Health Department Inspection is on file. No discrepancies were noted regarding USDA foods. This cafeteria site received a rating of 100% on November 10, 2011.

All storage areas are very clean and orderly.

Chemicals and non-food items are stored apart from foods.

There are safeguards against theft.

Measures are taken to prevent insect and rodent infestation. As of last month, Terminex has treated on an as needed basis. Their last treatment was in July 2011. There is no evidence of insect/rodent activity. Gallatin County Schools is in the process of changing over to Perfection Pest Control.

The freezer, cooler, and dry storage areas contain accurate internal thermometers.

Temperature recording charts are maintained for all food storage areas. Temperatures are recorded throughout every day in the freezer/cooler storage areas by the Smart Temps Monitoring System. Temperatures are also checked and recorded manually Monday through Friday in all food storage areas.

Temperatures in the freezer, cooler and dry storage areas are in acceptable ranges.

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TRAINING

Observation:

Ms. Beverly Pemberton, Lunchroom Manager, and the food service staff receive training and updated information from Ms. Martha Sebring, Food Service Director. The District convenes monthly for managers meetings. Since all schools are located in the same area, Ms. Sebring also has daily contact with all three managers.

RECEIPT OF DONATED FOOD

Observations:

Ms. Pemberton would normally receive a copy of KY-FD-3 form prior to delivery of USDA foods. Ms. Sebring is currently processing just about all USDA foods. The school is receiving these processed foods as NOI or as a Fee for Service direct shipment. At this time no USDA foods have been received at the state contracted distributor, KC Provisions.

Copies of KY-FD-3 forms from previous years are on file.

Ms. Pemberton is the designated person in charge of receiving USDA shipments.

USDA shipments are verified for accuracy at time of delivery. Ms. Pemberton is inspecting the condition and quality of products.

If discrepancies in shipment occur, Ms. Pemberton notes same on distributor's invoice and contacts Ms. Sebring.

No food recalls have affected this school site.

Ms. Pemberton and the food service staff are aware of the proper procedure to follow should a food recall occur.

Staff knows how to properly dispose of out-of-condition foods.

RECORDS

Observation:

Records are on file for three years plus the current year.