

# **ADMINISTRATIVE REVIEW REPORT OF FINDINGS**

**REVIEW SITE:** Livingston County Schools Central Office

**REVIEW CODE:** 070101000

**REVIEW DATE:** February 14, 2018

**PERSON INTERVIEWED:** Mary Dunning, Food Service Director

## **AGREEMENTS, CONTRACTS AND RECORDS**

### **Observations:**

The Permanent Agreement between the State Agency and Livingston 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.

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

Ms. Mary Dunning, Food Service Director, is aware of the proper procedures to navigate through the United States Department of Agriculture WEBSCM.

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

Livingston County Schools is currently participating in the DoD/FFAVORS Program. Ms. Dunning has set aside \$12,500.00 to purchase fresh fruits and vegetables for the 2017-18 school year. At this time, no issues with orders that have been made. Ms. Dunning understands that she has until June 30, 2018 to use these remaining funds. \$15.00

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

This district holds monthly manager's meetings. Commodities, Safety, and new money were discussed at the last session. Training is also conducted at the beginning of each school year.

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

## **CIVIL RIGHTS COMPLIANCE**

### **Observations:**

The Central Office and cafeteria locations have the "And Justice for All" poster in a prominent place in the facility. The entire Food Service Staff has taken the Civil Rights Training prior to school starting this year.

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## PROCESSING

### Observation:

At this time, Ms. Dunning is not having foods processed.

## STORAGE

### Observations:

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

During the summer, any remaining USDA foods are being stored in the schools. Cooler and freezer space is utilized for storage of any remaining products and perishables to help prevent loss. Freezer and cooler temperatures are monitored by Custodians and Summer Feeding Staff.

## RECORDS

### Observations:

The Local Compliance Reviews have been completed for the 2017-18 school year. There were no discrepancies noted involving commodity foods.

Ms. Dunning is keeping accurate records of foods at the distributor's warehouse and of those that have already been delivered. All KY-FD-3 Forms have been completed properly and promptly and readily available for review.

Schools are notified of all upcoming USDA food shipments. Any discrepancies in shipment are to be noted on the distributor's invoice. Managers are to contact Ms. Dunning.

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

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

This district is maintaining written procedures of their district's policy regarding integrated pest management. Del Brantley Pest Control has the contract for this school year.

Ms. Dunning does an excellent job with the USDA Foods Program. All files are neatly kept and readily available.

## **RECEIPT OF USDA/DoD FOODS**

### Observation:

USDA foods delivered to Livingston County Schools so far this school year have been received as allocated; and/or in storage at the state contracted distributor. There have been no delivery issues with the distributor, Clark Restaurant Services. There have been deliveries as scheduled for DoD fresh produce as of this review date.

## **FARM TO SCHOOL**

### Observation:

Livingston County Schools does not participate in the Farm to School or Restaurant Rewards programs. Livingston County is a Kentucky Proud member.