

Matthew G. Bevin
Governor



Hal Heiner
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Education and
Workforce Development Cabinet

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Commissioner of Education

KENTUCKY DEPARTMENT OF EDUCATION

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April 5, 2018

Mr. Charles Adams, Superintendent
Spencer County Board of Education
207 W. Main St.
Taylorsville, KY 40071-8619

Dear Mr. Adams:

This letter is to provide written notification of the findings of the Administrative Review of the Child Nutrition Program(s) conducted by the Kentucky Department of Education, Division of School and Community Nutrition. This review is required by 7 CFR 210 and 7 CFR 220. An exit conference was held on March 23, 2018.

As a result of the review, findings were identified during the week of the on-site review, March 22-23, 2018, as well as the review month, February, 2018, for Spencer County, that require corrective action. Attached is a summary that will serve as a record of the findings made during the review. Also attached are instructions for accessing the findings and submissions of corrective action outlined on the Administrative Review Report. Please provide a response that summarizes your corrective action. Specifically, your response should set forth: 1) how each finding will be addressed and corrected system-wide; and 2) that time period in which the finding will be addressed. Your response will be due no later than the Corrective Action Due Dates identified on the Corrective Action Documents in CNIPS. Should corrective action not be completed, a follow-up review may be conducted. Please be sure to include all documentation identified during the review as missing with your response.

If additional corrective action for findings needs to be addressed, a follow-up letter containing an updated Administrative Review Report with the additional findings and Corrective Action Instructions will be sent.

Please see the attached for a detailed description of the current findings.

I would like to take this opportunity to express my appreciation to Mark Thomas for the time, assistance, and cooperation extended to my staff during the review.

If you have questions concerning the review or this report, please feel free to contact Steve Abbott at 502-564-5625, ext. 4903.

Sincerely,

A handwritten signature in blue ink that reads "Steve Abbott".

Steve Abbott, Administrative Review Section Supervisor
Division of School and Community Nutrition

Attachments (3) Corrective Action Document (CAD) instructions; Administrative Review Report; Appeal Guidelines
cc: Mark Thomas, Food Service and Nutrition Director

Spencer County (10110)**Review ID: 4314****Exit Conference Date: 3/23/2018**

Review Year: 2018

Month of Review: February

Lead Reviewer: Diana Drury

Area	Findings ID	Finding Description	Required Corrective Action
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Sponsor - Level Findings

1000 - Local School Wellness Policy	V-1000	The SFA did not have an assessment of the Local Wellness Policy in accordance with the Child Nutrition and WIC Reauthorization Act of 2004, Section 204 of Public Law 108-265. Corrected onsite. No further action needed	The SFA will submit an assessment of the Local School Wellness Policy in accordance with the Child Nutrition and WIC Reauthorization Act of 2004, Section 204 of Public Law 108-265. Corrected onsite. No further action needed.
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Site - Level Findings: Taylorsville Elementary School (1002)

1700 - Afterschool Snack	V-1700	The SFA did not conduct self-monitoring activities twice per year in accordance with 7 CFR 210.9(c)(7). No monitor review form was completed.	The SA must submit a plan to ensure that: • The SFA conducts a self-review of each NSLP Afterschool Snack operation twice per school year. The SFA conducts the first self-review during the first four weeks of NSLP Afterschool Snack Service operations each school year; and SFA conducts the second self-review of the NSLP Afterschool Snack Service prior to the end of each school year.
300 - Meal Counting and Claiming - Breakfast	V-0300	The SFA's meal counting and claiming procedures did not meet requirements as stated in USDA FNS-270. SFA did not accurately consolidate claimed for reimbursement. Head Start students were not included in the claim for reimbursement. This resulted in an underclaim in the amount of \$628.39.	The SFA will submit a plan to accurately consolidate and file the claims for reimbursement. The corrected claim for February 2018 should be: Free 1381, Reduced 165, Paid 1312.
300 - Meal Counting and Claiming - Lunch	V-0300	The SFA's meal counting and claiming procedures did not meet requirements as stated in USDA FNS-270. SFA did not accurately consolidate claimed for reimbursement. Head Start students were not included in the claim for reimbursement. This resulted in an underclaim in the amount of \$395.01.	The SFA will submit a plan to accurately consolidate and file the claims for reimbursement. The corrected claim for February 2018 should be: Free 4321, Reduced 224, Paid 1864.

400 - Meal Components and Quantities - Breakfast	V-0400	The SFA did not ensure signage was posted on the service line to assist students in selecting a reimbursable meal in accordance with 7 CFR 210.10 and 220.8.	The SFA must submit a plan and photos to ensure adequate signage explaining what constitutes a reimbursable meal to students.
400 - Meal Components and Quantities - Lunch	V-0400	The SFA did not ensure signage was posted on the service line to assist students in selecting a reimbursable meal in accordance with 7 CFR 210.10 and 220.8.	The SFA must submit a plan and photos to ensure adequate signage explaining what constitutes a reimbursable meal to students.
500 - Offer versus Serve	V-0500	The SFA did not ensure signage was present that identified a reimbursable meal which must include at least a ½ cup of fruit and/or vegetable in accordance with 7 CFR 210.10.	The SFA will submit a plan and photos to ensure adequate signage explaining what constitutes a reimbursable meal to students including the requirement to select at least 1/2 cup fruit or vegetable will be utilized.