

# **ADMINISTRATIVE REVIEW REPORT OF FINDINGS**

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

**REVIEW CODE:** 013101000

**REVIEW DATE:** January 30, 2020

**PERSON INTERVIEWED:** Tabitha Napier, Food Service Director

## **AGREEMENTS, CONTRACTS AND RECORDS**

### **Observations:**

The Permanent Agreement between the State Agency and Breathitt 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.

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

Ms. Tabitha Napier, Food Service Director, is aware of the proper procedures to navigate through the United States Department of Agriculture WBSCM.

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

Breathitt County Schools is currently participating in the DoD/FFAVORS Program. Ms. Napier has set aside \$20,000.00 to purchase fresh fruits and vegetables for the 2019-20 school year. At this time, no issues with orders that have been made. Ms. Napier understands that she has until June 30, 2020 to use these remaining funds of \$4,686.11.

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. Entitlement, remaining funds, DOD and the next order were discussed at the last session. Training is conducted at the beginning of each school year.

Ms. Napier 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. Napier is not having any USDA Foods processed; however, she expressed interest in participating in processing next school year.

## **STORAGE**

### **Observations:**

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

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 the Summer Feeding Staff as well as maintenance staff.

## **RECORDS**

### **Observations:**

The Local Compliance Reviews have been completed for the 2019-20 school year. There were no discrepancies noted involving USDA Foods.

Ms. Napier is keeping accurate records of USDA 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. Napier.

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

Ms. Napier will inform school personnel of any/all food alerts, holds 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. Best Pest has the contract for this school year.

Ms. Napier does an excellent job with the USDA Foods Program. All files are neatly kept in an organized manner and readily available.

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

### **Observation:**

USDA Foods delivered to Breathitt 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 distributors, Gordon Food Services. There have been no delivery issues with Ffavors produce as of this review date.

## **FARM TO SCHOOL**

### **Observation:**

Breathitt County Schools does participate in the Farm to School Program. Cheesy Chicken has been purchased from Custom Food Solutions, a Kentucky Proud member.

# **ADMINISTRATIVE REVIEW REPORT OF FINDINGS**

**REVIEW SITE:** Breathitt County High School

**REVIEW CODE:** 013101001

**REVIEW DATE:** January 30, 2020

**PERSON INTERVIEWED:** Melissa Hollon, Lunchroom Manager

## **STORAGE FACILITIES**

### **Observations:**

There is adequate dry, freezer and cooler storage space available.

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

Ventilation and air circulation is adequate.

## **STORAGE PRACTICES**

### **Observations:**

The most recent Health Department Inspection is on file. No discrepancies were noted regarding USDA Foods. This cafeteria site received a rating of 98% on October 04, 2019.

All storage areas are 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. Best Pest treats/inspects on a monthly basis. Their last visit was on January 21, 2020. There is no evidence of insect/rodent activity.

The walk-in freezer, walk-in cooler and dry storage areas contain accurate thermometers.

Internal thermometers are in place for the freezer, cooler and dry storage areas.

Temperature recording charts are maintained for all food storage areas. Temperatures are checked and Recorded daily, Monday through Friday, in all food storage areas by food service personnel.

All food storage areas are in acceptable temperature ranges.

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## **TRAINING**

### Observation:

Ms. Melissa Hollon, Lunchroom Manager, and the food service staff receives training and updated information from Ms. Tabitha Napier, Food Service Director. Managers' meetings are scheduled to be held every month. Training is conducted on an annual and/or as needed basis.

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

### Observations:

Ms. Hollon has all delivery invoices readily available prior to arrival to document accurate deliveries.

Ms. Hollon is the designated person in charge of receiving USDA/DoD shipments; however, all Food Service staff are capable of receiving shipments correctly.

USDA/DoD shipments are verified for accuracy at time of delivery. If discrepancies in shipment occur, Ms. Hollon or other staff, would note on the distributor's invoice and contact Ms. Napier. There have been no delivery issues with the USDA Foods distributor, Gordon Food Service. The DoD produce has arrived in acceptable condition.

Ms. Hollon and staff are inspecting the condition and quality of products. No issues have been noted.

No food alerts or recalls of USDA Foods have affected this school for this current school year.

Ms. Hollon and the food service staff are aware of the proper procedures to follow when a food alert or recall occurs. Staff knows how to properly dispose of out-of-condition foods.

## **RECORDS**

### Observation:

All records are on file for three years plus the current year.

## **CIVIL RIGHTS**

### Observations:

The "And Justice for All" poster is placed in a prominent place in the facility.

All food service staff have received Civil Rights training.