

ADMINISTRATIVE REVIEW REPORT OF FINDINGS

REVIEW SITE: Breathitt County Schools Central Office

REVIEW CODE: 013101000

REVIEW DATE: November 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 \$18,000.00 to purchase fresh fruits and vegetables for the 2020-21 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 \$4,663.19.

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. Reminded staff to complete all trainings; including Civil Rights, incorporating USDA Foods into the menu as much as possible, health inspection readiness, cleaning and sanitizing, conducting inventory, submitting invoices, hang new Civil Rights posters, and the next DOD order were discussed at the last session.

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 having USDA Foods mozzarella cheese processed by Schwan's.

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 not yet all been completed for the 2020-21 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 was one noted for this current school year involving Ground Beef 100158. The staff followed proper USDA protocol for recalls/alerts and holds by separating the product from the other inventory and labeling it "DO NOT USE".

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.

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 Favors produce as of this review date.

FARM TO SCHOOL

Observation:

Breathitt County Schools does participate in the Farm to School Program using vendor Custom Food Solutions, a Kentucky Proud member.