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Kentucky Department of Agriculture

February 11, 2013

Ms. Lisa Gault, Food Service Director
Carroll County Schools
1708 Highland Avenue
Carrollton, Kentucky 41008

Dear Ms. Gault:

On February 1, 2013, Larry Garriott, Ag Program Coordinator, KY Department of Agriculture, Division of Food Distribution, conducted a review of the USDA Food Program in your central office.

The scope of this review involved: an examination of all agreements and contracts, knowledge of WBSCM, processing, FFAVORS/DOD (Fresh Fruits and Vegetables Program), training, local compliance reviews, receipt of donated foods, and other records.

The results of this review are detailed in the enclosed report. You will note there were no discrepancies identified or further action needed. Therefore, this review is considered closed.

We want to thank you, as well as Ms. Dorothy Perry, for helping make this review a success. If this office may be of further assistance to you, or if you should have any questions regarding this review, 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
Enclosure



ADMINISTRATIVE REVIEW REPORT OF FINDINGS

REVIEW SITE: Carroll County Schools Central Office

REVIEW CODE: 021101000

REVIEW DATE: February 1, 2013

PERSON INTERVIEWED: Lisa Gault, Food Service Director
Dorothy Perry, Food Service Assistant

AGREEMENTS, CONTRACTS AND RECORDS

Observations:

This is Ms. Lisa Gault, Food Service Director's first USDA foods review. She replaced Ms. Patti Burgess at the beginning of this current school year. She is doing an excellent job with the USDA foods program.

The Permanent Agreement between the State Agency and Carroll 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.

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

Ms. Lisa Gault, Food Service Director, is becoming aware of the proper procedures to order USDA foods via the United States Department of Agriculture WBSCM system. Since she was not the Food Service Director at this time last year; she has not placed an order through WBSCM. Assistance will be provided by Mr. Garriott when she is ready and as USDA foods become available in WBSCM.

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

Carroll County Schools is participating in the FFAVORS/DOD Program, They currently have \$4,963.00 left to spend on fresh fruits and vegetables. All funds will be used by the June 30, 2013 deadline.

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. Any USDA foods updates are discussed as they become available.

Ms. Gault is becoming aware of all the information available from our Website.

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PROCESSING

Observation:

At this time USDA foods are being processed. The district is currently using the services of Brookwood Farms, Cargill, Goldkist, Jennie-O, JTM, and Schwan's, to process bulk USDA foods into various end products. Both Fee for Service and NOI methods of processing are being used. There have been no problems with any of the state-approved processors or the quality of their products.

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 grain products and perishables to help prevent loss. Freezer/cooler temperatures are monitored and recorded by food service personnel.

RECORDS

Observations:

All Local Compliance Reviews for the 2012-13 school year have been completed prior to February 1. Discrepancies that were noted will be corrected.

Ms. Gault and Ms. Dorothy Perry, Food Service Assistant are keeping accurate records of foods at the distributor's warehouse. All KY-FD-3 Forms have been completed properly and promptly. Signed invoices are on file to document receipt of allocated foods.

Schools are notified of all upcoming USDA shipments. Any discrepancies in shipments are to be noted on distributor's invoice. Managers are to contact Ms. Gault. There have been no discrepancies with the distributor Southern Foods.

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

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

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

Cont...

Carroll County Schools

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RECEIPT OF DONATED FOODS

Observation:

USDA foods allocated to Carroll County Schools have been received and/or in storage at the state contracted distributor. There have been no delivery problems with the distributor, Southern Foods.