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Kentucky Department of Agriculture

February 5, 2014

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

Dear Ms. Gault:

On January 31, 2014, 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 and at the following school in your district:

Cartmell Elementary

The scope of this review involved: an examination of all agreements and contracts, knowledge of WBSCM, processing, FFAVORS/DOD, 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, Ms. Paula Kemper, and the rest of the food service staff, 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: January 31, 2014

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 second USDA foods review. 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. Assistance will be provided when she is ready to order for the next school year.

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

Carroll County Schools is not participating in the FFAVORS/DOD Program.

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 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 2013-14 school year have been completed prior to February 1. Any discrepancies that were noted have been 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.

Cont...

Carroll County Schools

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

RECEIPT OF USDA 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.

ADMINISTRATIVE REVIEW REPORT OF FINDINGS

REVIEW SITE: Cartmell Elementary School

REVIEW CODE: 021101004

REVIEW DATE: January 31, 2014

PERSON INTERVIEWED: Paula Kemper, Lunchroom Manager

STORAGE FACILITIES

Observations:

Adequate dry, freezer and cooler storage is available.

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

Ventilation and air circulation is adequate.

STORAGE PRACTICES

Observations:

Most recent Health Department Inspection is on file. No discrepancies were noted regarding USDA foods. This cafeteria site received a rating of 100% on November 25, 2013.

All storage areas are very 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. Frankfort Pest Control treats on an as needed basis. Their last visit was in October 2013. There is no evidence of insect/rodent activity.

All storage areas contain accurate thermometers.

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

Temperature recording charts are maintained for all food storage areas. Temperatures are checked and recorded Monday through Friday.

All storage area temperatures are in acceptable ranges.

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TRAINING

Observation:

Ms. Paula Kemper, Lunchroom Manager, and the food service staff receive training and updated information from Ms. Lisa Gault, Food Service Director. The District convenes monthly for managers meetings. Training is conducted annually at the beginning of each school year.

RECEIPT OF USDA FOODS

Observations:

Ms. Kemper receives copies of KY-FD-3 forms prior to delivery of USDA foods.

All copies of KY-FD-3 forms are on file.

Ms. Kemper is the designated person in charge of receiving USDA/FFAVORS shipments.

USDA/FFAVORS shipments are verified for accuracy at time of delivery. Ms. Kemper is inspecting the the condition and quality of products. There have been no issues.

If discrepancies in shipment occur, Ms. Kemper notes same on distributor's invoice and contacts Ms. Gault. There have been no issues.

No food recalls have affected this school site for this current school year.

Ms. Kemper and the food service staff are aware of the proper procedures to follow should a food recall occur.

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.