|  |  |
| --- | --- |
| **LEA/SFA:** | **Date:** |
| **Address of Central Office:** |
| **Superintendent/Administrator:** |
| **Food Service Representative:** | **Telephone Number:** |
| **Check [√ ] where each of the following activities occurs, If applicable:** | **LEA/SFA** | **School** |
| **Application Approval** |  |  |
| **Applications Maintained** |  |  |
| **Direct Certification** |  |  |
| **Direct Certification Records Maintained** |  |  |
| **Verification Conducted** |  |  |
| **Verification Summary Records Maintained** |  |  |
| **Menu Planning** |  |  |
| **Edit Checks** |  |  |
| **Claims Submitted to State Agency** |  |  |
| **Provision 2 or CEO Claim Calculation Information** |  |  |

|  |
| --- |
|  **Entrance Conference** |
| **Date:****Location:****Names/Title of Attendees:****Comments:** |

**Page 1**

|  |
| --- |
|  **Exit Conference** |
| **Date:****Location:****Names/Title of Attendees:****Comments:** |

Georgia Department of Education

Dr. John D. Barge, State School Superintendent

August 2014/Page 2

“USDA is an equal opportunity employer and provider.”