|  |  |  |
| --- | --- | --- |
| **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:** |

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

Georgia Department of Education

Dr. John D. Barge, State School Superintendent

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“USDA is an equal opportunity employer and provider.”