



Office of Child Nutrition  
Scott Clements  
Director

May 12, 2017

Booneville School District  
Dr. Todd English, Superintendent  
201 North First Street  
Booneville, MS 38829

MAILED  
on 5/12/17 by sw

Dear Dr. English:

The State Agency recently completed an Administrative Review of your district's National School Lunch Program (NSLP) and School Breakfast Program (SBP). As part of the review process, an evaluation of the administrative and site levels was conducted. The results of the review are as follows:

**Administrative-**

**Meal Access and Reimbursement---Certification and Benefit Issuance**

- 2 applications had incorrect determinations and benefit issuance.
  1. An error was made on an online application that allowed the applicant to select "Head-start free" for a student in the 6<sup>th</sup> grade. Based on the income information provided, the application should have been determined to be a reduced benefit. The application had 1 student listed.
  2. One scanned application was determined to be free status; however, based on the income information provided with the number of individuals in the household, the benefit should have been reduced. The application had 5 students listed.

**Technical assistance** provided that LEAs are responsible for assuring that any automated certification and verification processes meet all regulatory requirements and policies. This includes the calculation of income frequencies, and that the software used is performing correctly and meets all requirements. The status for the above listed students must be updated and they must be informed of the change in status.

**Meal Pattern and Nutritional Quality---Site Review---Anderson Elementary  
School Breakfast Program 3/7/2017**

- **Offer versus Serve signage (OVS):** Signage did not state the requirement to pick up at least 1/2 cup of fruit or vegetable with a reimbursable meal. **Technical assistance** provided that breakfast OVS signage must reflect the requirement that each reimbursable meal have at least 1/2 cup of fruit or vegetable.
- **Production book:** Observed incorrect documentation of the contribution amount for various items listed in the production book. **Technical assistance** was provided that actual contribution size must be documented in the production book.

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### General Program Compliance

- **SFA On-site monitoring:** On-site monitoring was conducted but the requirement to monitor the breakfast program was not met with the monitoring form that was used. **Technical assistance** provided that beginning School Year 2016-2017, every school year, **each School Food Authority (SFA) with more than one school** must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h). SFAs must ensure that the on-site review is completed in each school operating the National School Lunch Program (NSLP) and 50% of schools operating the School Breakfast Program (SBP). A prototype review form was provided.
- **Professional Development:** Training was documented, but each individual's job title was not listed. **Technical assistance** provided that a job title and brief description of duties along with training hours for each individual should be tracked to ensure professional development hours are being met. The professional development manual was provided.

I would like to thank Ms. Brenda Massey, Child Nutrition Director as well as all staff for the excellent job they do in planning and providing reimbursable meals for the children of the Booneville School District. Ms. Massey does an excellent job at managing the Child Nutrition program and ensuring the children have nutritious meals.

A detailed response to the above findings is due by **June 11, 2017**. If you have any questions concerning this review or need assistance, please call Ginger Gibson or me at (601) 576-4955.

Sincerely,



Alvin Edney, Program Specialist  
Office of Child Nutrition, School Support Division

cc: File



# Booneville School District

662-728-2171  
662-728-4940 (Fax)

201 N. First Street  
Booneville, MS 38829

July 25, 2017

Mr. Edny:

Below, you will find the corrections to the errors detected during the review of March 10, 2017.

## ADMINISTRATIVE

### Applications

Two applications were found to have errors.

Corrective Action: Will pay closer attention to all information listed on the applications. Business manager will double check the applications for errors.

## MEAL PATTERNS

### School Breakfast program

OVS Signage

Corrective Action: Signage is now present listing ½ cup fruit or vegetable required to make a reimbursable meal.

Production Book

Corrective Action: Managers have now been trained in listing the correct contribution size instead of quantity in the food production book.

## SFA ONSITE MONITORING

Incorrect form used during the onsite review.

Corrective Action: SFA now has correct form and will be used in all future reviews.

## PROFESSIONAL DEVELOPMENT

Individual's job titles not listed on form.

Corrective Action: Job titles were added to the above mentioned form and will be listed on all future professional development documents.

Brenda Massey, SFA  
Booneville School District

Dr. Todd English, Superintendent  
Booneville School District



Office of Child Nutrition  
Scott Clements  
Director

July 26, 2017

Booneville School District  
Dr. Todd English, Superintendent  
201 North First Street  
Booneville, MS 38829

**MAILED**  
on 7/26/17 by sw

Dear Dr. English:

Your district's response to the findings of our Administrative Review of your 2016-2017 National School Lunch Program (NSLP) and School Breakfast Program (SBP) has been received and accepted. We are closing the file on this review.

If you have any questions concerning this review or need assistance, please call Ginger Gibson or me at (601) 576-4955.

Sincerely,

Alvin Edney, Program Specialist  
Office of Child Nutrition, School Support Division

cc: File