



Office of Child Nutrition  
Scott Clements  
Director

February 13, 2017

Mr. Dennis Dupree, Superintendent  
Clarksdale Municipal School District  
135 Washington Avenue  
Clarksdale, MS 38614

**MAILED**  
on 2/13/17 by sw

Dear Mr. Dupree:

The State Agency completed an Administrative Review of your organization's 2016-2017 National School Lunch Program (NSLP), School Breakfast Program (SBP), Fresh Fruit and Vegetable Program (FFVP), and Afterschool Snack Program (ASCP) during the week of December 5, 2016. The findings of the review are as follows:

### **Meal Access & Reimbursement**

- During the review month, the State Agency observed that there were students who had not been keyed into the Child Nutrition system. There seems to be either an issue with the software that is not allowing the district information to successfully communicate with the Child Nutrition software or the students are not being keyed in daily at the district level. It is recommended that the School Food Service Administrator contact the district secretary, technician and the software company to ensure that there is always an open line of communication and that the software is updated daily.

### **Meal Pattern and Nutritional Quality**

- For the review week October 3-7, 2016, the required calories were low for the K-8 lunch. The target calorie range is 600-650; only 562 calories were met for that week.
- The K-8 lunch was over the sodium requirement of 1230 during the review week, 1242 were met for that week.
- The dark green component was not met on the K-8 lunch during the review week. A ½ cup of this component should be offered each week.
- The K-12 breakfast was over the sodium requirement of 540 during the review week, 550 were met for that week.
- The 9-12 lunch did not meet the legume component during the review week. A ½ cup of this component should be offered each week.
- During the week of December 5-8, 2016, the required calories were low for the K-12 breakfast. The target calorie range is 450-500; only 438 calories were met for this week.
- At Clarksdale High during breakfast, the State Agency Staff observed staff requiring students to pick up 2 10z cereals or 2 juices when a 2 oz. of grain and a full cup of fruit was offered. We observed at Clarksdale High during lunch,

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several students passed the Point of Service (POS) without all of the required 3 components. This was corrected on-site and Technical Assistance was provided by the State Agency staff. Additional training is required for the Child Nutrition staff.

- The reviewer noted that the loaded potato bar and the chef salad is served every day but not included on the printed menu.
- The State Agency staff observed that items on the serving line were pre-plated, not giving students a choice, during lunch at Clarksdale High. Each tray with corn dogs also had potato wedges. Pre-plating does not give the student an opportunity to choose when Offer vs. Serve is utilized. Technical Assistance was provided. Additional training on the Offer vs. Serve provision is required.
- The State Agency staff observed several students returning to the POS to purchase extra food items. It is recommended that students choose or buy items as they come through the line to prevent traffic.

### **General Program Compliance**

- As of the date of review, only 3 schools had been monitored before the February 1, deadline. All schools must be monitored before February 1.
- A copy of the Code of Conduct regarding procurement procedures was not provided during this review.

### **Other Federal Programs**

- The State Agency staff observed during the After School Care Program at Kirkpatrick Elementary that a 4 oz. juice was offered instead of the 6 oz. minimum requirement.
- The on-site reviews for each of the 8 schools operating the After School Care Program had not been monitored within the first 4 weeks of operation. Technical Assistance was provided by the State Agency staff. A copy for the required on-site review form was provided. The afterschool snack program must be monitored two times per year, one of which must occur within the first 4 weeks of operation.

I would like to thank Mrs. McIntosh and her staff for their hard work and dedication in providing meals to the students in the Clarksdale School District.

A detailed response to the above findings is due by **March 13, 2017**. If you have any questions concerning this review or need assistance, please contact me or Ginger Gipson at (601) 576-4955.

Sincerely,



Cedra T. Smith, Program Specialist  
Office of Child Nutrition

# CLARKSDALE MUNICIPAL SCHOOL DISTRICT

**Dennis Dupree Sr., Superintendent**

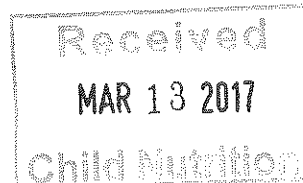
101 McGuire Street

P.O. Box 1088

Clarksdale, MS 38614

March 6, 2017

Ms. Cedra T. Smith, Program Specialist  
Office of Child Nutrition  
500 Greymont Avenue, Suite F  
Jackson, MS 39205-0771



Dear Ms. Smith:

Clarksdale Municipal School District responding to the State Agency 2015-2016 Administrative Review of the District's National School Lunch Program, the Breakfast Program, Fresh Fruit and Vegetable Program and After School Care Program during the week of December 5, 2016. The State Agency finding of the review and the corrective action plan are as follows:

## FINDING

### MEAL ACCESS AND REIMBURSEMENT

For the review period (December 2016), it was determined during the review month, the State Agency observed that there were students who had not been keyed into the Child Nutrition system. There seems to be an issue with the software that is not allowing the district information to successfully communicate with the Child Nutrition software or the students are not being keyed in daily at the district level. It is recommended that the School Food Service Administrator contact the district secretary, technician and the software company to ensure that there is always an open line of communication and that the software is updated daily.

### CORRECTIVE ACTION PLAN

The School Food Administrator contacted the district's MSIS clerk, the district's technician and the software company to assure that this problem has been resolved. The MSIS clerk checks enrollment daily for timely and accurate input of students entered into the system. The district's technician and the software company, Mosaic, checked the system to see why students' data was not maintained in the system once the information was entered. It was determined that the POS machine should be turned off daily. This process allows for student information to roll over, be updated and remain in the system. The School Food Service Administrator has checked to see whether this process is working and all students are rolling over and their information is being retained. The issue has been resolved. The technical assistance that was provided by the State Agency Staff has been implemented and re-checked for accuracy.

# CMSD

**"Education of Our Children: TOP PRIORITY"**

FINDING  
MEAL PATTERN AND NUTRITIONAL QUALITY

For the review week October 3-7, 2016, the required calories were low for the K-8 lunch. The target calorie range is 600-650; only 562 calories were met for that week.

CORRECTIVE ACTION PLAN

The School Food Service Administrator has been trained and educated on the target requirements goals for calories. During each meal planning The School Lunch Pattern for Various Grade Groups will be used as a guide to assure caloric recommendations are met. Meals will be checked for adequate requirements using the Nutrikids Menu Planning and Nutritional Analysis Program.

FINDING

The K-8 lunch was over the sodium requirement of 1230 during the week, 1242 were met for that week.

CORRECTIVE ACTION PLAN

The School Food Service Administrator has been trained and educated on the target requirements goals for sodium. During each meal planning The School Lunch Pattern for Various Grade Groups will be used as a guide to assure sodium recommendations are met. Meals will be checked for adequate requirements using the Nutrikids Menu Planning and Nutritional Analysis Program.

FINDING

The dark green component was not met on the K-8 lunch during the review week. A ½ cup of this component should be offered each week.

CORRECTIVE ACTION PLAN

The School Food Service Administrator has been trained and educated on the correct components needed to meet the requirements of colored vegetables for a week. Requirement accuracy for vegetables will be checked by using the NutriKids Menu Planning and Nutritional Analysis program.

FINDING

The K-12 breakfast was over the sodium requirement of 540 during the review week, 550 were met for that week.

CORRECTIVE ACTION PLAN

The School Food Service Administrator has been trained and educated on sodium requirements for that age group. To assure requirements are met, The School Breakfast Pattern for Various

Grade Groups will be used. The foods chosen will be checked for adequate requirements by using the NutriKids Menu Planning and Nutritional Analysis program.

#### FINDING

The 9-12 lunch did not meet the legume component during the review week. A ½ cup of this component should be offered each week.

#### CORRECTIVE ACTION PLAN

The School Food Service Administrator has been trained and educated on the legume requirements for the week. To assure requirements are being met, meals for that week will be checked for adequacy using The NutriKids Menu Planning and Nutritional Analysis Program.

#### FINDING

During the week of December 5-8, 2016 the required calories were low for the K-12 breakfast. The target calorie range is 450-500; only 438 calories were met for this week.

#### CORRECTIVE ACTION PLAN

The School Food Service Administrator has been trained and educated on how to check for calorie adequacy by SA. To assure calories are within recommended range accuracy will be checked using The NutriKids Menu Planning and Nutritional Analysis Program.

#### FINDING

At Clarksdale High during breakfast, the State Agency Staff observed staff requiring students to pick up 2 10oz cereals or 2 juices when a 2oz of grain and a full cup of fruit was offered. We observed at Clarksdale High during lunch, several students passed the Point of Service (POS) without all of the required 3 components. This was corrected on-site and Technical Assistance was provided by the State Agency staff. Additional training is required for the Child Nutrition Staff.

#### CORRECTIVE ACTION PLAN

The School Food Administrator provided additional training for the Child Nutrition Staff at Clarksdale High to educate on what is a reimbursable meal pattern. Students must have 3 out of 5 components to be counted as a reimbursable meal. All Child Nutrition Staff signed the In-Service sign in sheet. The Food Service Administrator is planning a workshop in August for all cafeteria workers to address this finding and assure workers understand what makes up a reimbursable meal. This requirement has been rechecked for compliance.

#### FINDING

The reviewer noted that the loaded potato bar and the chef salad is served every day but not included on the printed menu.

#### CORRECTIVE ACTION PLAN

The School Food Authority has added the loaded baked potato bar and chef salad to the printed menu calendar. The requirement has been rechecked and is now in compliance. The loaded

potato bar and chef salad will be added to each monthly printed menu calendar to stay within compliance.

#### FINDINGS

The State Agency staff observed that items on the serving line were pre-plated, not giving students a choice, during lunch at Clarksdale High. Each tray with corn dogs also had potato wedges. Pre-plating does not give the student an opportunity to choose when Offer vs Serve is utilized. Technical Assistance was provided. Additional training on the Offer vs Serve provision is required.

#### CORRECTIVE ACTION PLAN

The School Food Authority has provided additional training to the Child Nutrition staff on the Offer vs Serve Provision. With the Offer vs Serve Provision students choose which components they want to eat. Plates are to be prepared as students come through the line. This will give students the opportunity to decide the food items of their choice. The Food Service Administrator is planning a workshop in August for all cafeteria workers to address the findings and assure all cafeteria staff understands the Offer vs Serve Provision. The requirement has been rechecked and is now in compliance.

#### FINDING

The State Agency staff observed several students returning to the POS to purchase extra food items. It is recommended that students choose or buy items as they come through the line to prevent traffic.

#### CORRECTIVE ACTION PLAN

The School Food Service Administrator has followed the recommendation of the State Agency. Students will be allowed to choose or buy extra sale item foods from both POS's. This will eliminate the return of students to the line and prevent traffic congestion. The change will be monitored closely by School Food Service Administrator and Cafeteria Manager.

#### FINDING

##### GENERAL PROGRAM COMPLIANCE

As of the date of review, only 3 schools had been monitored before the February 1, deadline. All schools must be monitored before February 1.

#### CORRECTIVE ACTION PLAN

All schools have been monitored by The School Food Service Administrator before the February 1, 2017 deadline. The School Food Authority On-Site Review Checklist was used for monitoring each site. All schools will be monitored by the School Food Service Administrator before the February 1, deadline in upcoming years to stay within compliance.

#### FINDING

A copy of the Code of Conduct regarding procurement procedures was not provided during this review process.

#### CORRECTIVE ACTION PLAN

A copy of the Code of Conduct and procurement procedures was given to the CMSD Superintendent and the School Board for review and approval. The Code of Conduct and procurement procedures were approved 1/19/17 during the January session of the Clarksdale Municipal School District School Board meeting.

#### FINDING

##### OTHER FEDERAL PROGRAMS

The State Agency staff observed during the After School Care Program at Kirkpatrick Elementary that a 4 oz. juice was offered of the 6 oz. minimum requirement.

#### CORRECTIVE ACTION PLAN

To meet the minimum juice requirement, 2 4oz juices were served until the required 6 oz. serving of juice was purchased to be used for the After School Care Program. All schools that are providing After School Care Programs were educated on the minimum requirements of juice to be used for the program. The After School Care Program has been monitored for compliance by the School Food Service Administrator. The minimum requirements have been met.

#### FINDING

The on-site reviews for each of the 8 schools operating the After School Care Program had not been monitored within the first 4 weeks of operation. Technical Assistance was provided by the State Agency staff. A copy for the required on-site review form was provided. The afterschool snack program must be monitored two times per year, one of which must occur within the first 4 weeks of operation.

#### CORRECTIVE ACTION PLAN

There are 6 schools that operate an After School Care Program. The School Food Service Administrator has followed the Technical Assistance that was provided by the State Agency. All schools providing After School Care Program have been monitored. The School Food Service Administrator has been educated on when to monitor and how often the After School Care Program must be monitored. The on-site review form will be used to keep record of when sites are monitored.

We would like to assure you that these findings will be monitored as an ongoing check point for extra attention and rechecked for compliance throughout this school year and the upcoming school year by the School Food Service Administrator. These findings will be included in the back to school workshop agenda. This will assure that the Clarksdale Municipal School District is in compliance and working to stay that way. We hope this corrective action plan is sufficient enough to satisfy your findings. If additional information is needed, please contact us.

Sincerely,

*Dennis Dupree*

Dennis Dupree, Clarksdale Municipal School District, Superintendent

*Wilma McIntosh, SFSA*

Wilma McIntosh, School Food Service Administrator.





Office of Child Nutrition  
**Scott Clements**  
Director

March 21, 2017

Mr. Dennis Dupree, Superintendent  
Clarksdale Municipal School District  
135 Washington Avenue  
Clarksdale, MS 38614

Dear Mr. Dupree:

Your district's response to the findings of our Administrative Site Review of your district's 2016-2017 National School Lunch (NSLP), School Breakfast Program (SFSP), Fresh Fruit and Vegetable (FFVP), and Afterschool Care Program (ASCP) 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,

Cedra Smith, Program Specialist  
Office of Child Nutrition

C: file

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on 3/21/17 by sw

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