



Office of Child Nutrition
Scott Clements
Director

February 13, 2017

Dr. Mae Henry, Executive Officer
E.E. Rogers Seventh Day Adventist (SDA) School
5125 B Robinson Road
Jackson, MS 39204-0000

MAILED

on 2/13/17 by sw

Dear Dr. Henry:

The State Agency completed an Administrative Review of your organization's 2016-2017 National School Lunch Program (NSLP), and School Breakfast Program (SBP) for the week of December 12, 2016. The findings of the review are as follows:

Meal Access & Reimbursement

- All 25 students enrolled were pulled for review of applications. It was determined that 3 students were approved incorrectly. This error resulted in an over claim of \$19.87 for Breakfast and \$48.22 for Lunch. The State Agency has elected not to require repayment of the over claim. Technical Assistance was provided by the State Agency staff.
- An Edit Check must be completed monthly prior to claim submission and any over claims resolved. An **Edit Check** involves a School Food Service Administrator comparing the attendance-adjusted enrollment of each school to the school's daily meal count. If the edit check is exceeded, the school may be required to take corrective action. The school should keep documentation of a reasonable reason why the edit check is exceeded. Technical Assistance was provided by the State Agency Staff. See section 8-22 in the Policy and Procedure Manual to use as an example.

Meal Pattern and Nutritional Quality

- It is recommended that the school apply for the Whole Grain Waiver in an effort to meet only 50% instead of the 100% of the Whole Grain requirement. During the week reviewed, only 91% was met for breakfast and 82% for lunch. Technical Assistance was provided by the State Agency Staff by providing a copy of the Whole Grain Waiver Exemption Request.
- There was no signage posted explaining what constitutes a reimbursable meal for breakfast. Schools must identify, near or at the beginning of the serving lines, what foods constitute unit priced reimbursable meals. Technical Assistance was provided by the State Agency staff by providing a sample Offer vs. Serve flyer.
- State Agency staff observed a teacher collecting the Point of Service meal counts before the students received a reimbursable meal. Counts taken in the classroom, attendance counts, at beginning of serving line, the number of tickets sold/issued, head counts, tray counts, and counts obtained by "backing into" the

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number of lunches or breakfasts served are not allowable point-of-service counts. Technical Assistance was provided by the State Agency Staff.

General Program Compliance

- The Wellness policy is still being written and had not been approved by the Board.
- Procurement plan should be reviewed annually. Technical Assistance was provided by State Agency staff by providing the state approved sample procurement plan.
- A copy of the Food Safety plan was not available at this site. Technical Assistance was provided by the State Agency staff.
- The "And Justice for All" poster was not displayed in a location visible to the participants during breakfast. This was corrected on-site. Technical Assistance was provided by State Agency staff.
- A Health Inspection has not being completed for this school year. Two inspections should be done by the Health Department each school year. It is recommended that the school contact the Health Department in writing to request two inspections per year. Technical Assistance was provided by the State Agency staff.

I would like to thank Mrs. Bailey and her staff for their hard work and dedication in providing meals to the students in the E.E. Rogers Seventh Day Adventist (SDA) School.

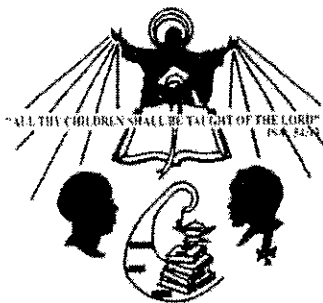
A detailed response to the above findings is due by **March 13, 2017**. If you have any questions concerning this review or need assistance, please contact me or Ginger Gibson at (601) 576-4955.

Sincerely,



Cedra T. Smith, Program Specialist
Office of Child Nutrition

cc: File 2017



E.E. ROGERS
SEVENTH-DAY ADVENTIST ACADEMY

5125 B Robinson Road • Jackson, MS 39204

“This is the School Where Learning
takes Place and Jesus is The Master Teacher”

March 13, 2017

Cedra T. Smith, Program Specialist
Mississippi Department of Education
Office of Child Nutrition
500 Greymont Avenue, Suite F
P. O. Box 771
Jackson, MS 39205-0771

Dear Ms. Smith:

This is the response to The State Agency Administrative Review of our organization's 2016-2017 National School Lunch Program (NSLP), and School Breakfast Program (SBP) for the week of December 12, 2016. The responses of the review are as follows:

Meals Access & Reimbursement

Finding- Three students were approved incorrectly, with no requirement of repayment for over claim (\$19.87 for Breakfast and \$48.22 for Lunch) by The State Agency. Technical Assistance was provided by The State Agency.

Response- Organization's Food Service Executive has implemented another layer to the verification procedures. The Assistance Finance Director has been added to the verification process to ensure that errors resulting in an over claim will be eliminated or at least minimized.

Finding- An Edit Check must be completed monthly prior to claim submission and any over claim resolved.

Response- School Food Service Administrator has implemented an additional monthly Edit Check method using the Claims Review Process Form from the Child Nutrition Program Policy and Procedure Manual in section 8-19-24.

Meal Pattern and Nutritional Quality

Finding- The 100% Whole Grain requirement was not met (91% for Breakfast and 82% was met for Lunch). Technical Assistance was provided by The State Agency.

Response- A Whole Grain Waiver Exemption Request was completed during the Administrative Review, in an effort to meet only 50% instead of 100% of the Whole Grain requirement.

Finding- There was no signage posted explaining what constitutes a reimbursable meal for breakfast at or near or the beginning of the serving line. Technical Assistance was provided by The State Agency.

Response- Offer vs Serve Poster was present on the bulletin board in the hallway of the food service area. However, Food Service Manager posted another Offer vs Serve flyer at the beginning of the serving line, which was provided through Technical Assistance from The State Agency.

Finding- State Agency staff observed a teacher collecting the Point of Service meal counts before students received a reimbursable meal. Technical Assistance was provided by The State Agency

Response- Through the Technical Assistance from The State Agency, Food Service Administrator has implemented additional training to all personnel assisting with Point of Service counting procedures. The training is presented during the School Monthly Staff Meetings. Training materials provided comes from the Mississippi Child Nutrition Program Policy Procedure Manual sections 3-5.

General Program Compliance

Finding- The Wellness Policy is still being written and had not been approved by the Board.

Response- The Wellness Policy is in the process of being written and expecting Board Approval by July 2017.

Finding- Procurement plan should be reviewed annually,

Response- The Organization has implemented a Procurement Plan using the state approved sample Procurement Plan provided through the Technical Assistance from The State Agency as a reference.

Finding- A copy of the Food Safety Plan was not available at this site.

Response - Using Technical Assistance from State Agency Staff a Food Safety Plan has been developed.

Finding- The "And Justice for All" poster was not displayed in the location visible to the participants during breakfast.

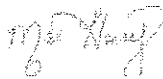
Response- Through the Assistance from State Agency staff the "And Justice for All" poster location finding was corrected on site.

Finding-A Health Inspection had not been completed for the school year.

Response- Per the recommendation/Technical Assistance of the State Agency staff, The Food Service Executive Officer contacted the Health Department in writing to request an inspection twice per year. One inspection was completed in January 2017.

I have included a detailed response to each of the above findings. Please inform me if have any questions concerning the Responses to The State Agency Administrative Review of our organization's 2016-2017 National School Lunch Program (NSLP), and School Breakfast Program (SBP) for the week of December 12, 2016.

Sincerely,



Dr. Mae Henry
E. E. Rogers SDA School
601-668-0838



Office of Child Nutrition
Scott Clements
Director

March 21, 2017

Dr. Mae Henry, Executive Officer
E.E. Rogers Seventh Day Adventist (SDA) School
5125 B. Robinson Road
Jackson, MS 39204-0000

Dear Dr. Henry:

Your district's response to the findings of our Administrative Site Review of your district's 2016-2017 National School Lunch (NSLP) and School Breakfast Program (SFSP) 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

MAILED

on 3/21/17 by sw