

April 26, 2017

Forrest County School District  
Brian Freeman, Superintendent  
400 Forrest Street  
Hattiesburg, MS 39401

MAILED

on 4/26/17 by sw

Dear Mr. Freeman:

The State Agency completed an Administrative Review of your organization's 2016-2017 National School Lunch Program (NSLP), School Breakfast Program (SBP) and After School Snack Program (ASCP) during the week of March 6, 2017. The findings of the review are as follows:

#### **Certification and Benefit Issuance**

- Three (3) benefit issuance documents had incorrect determinations based on the data provided on the benefit documents.

#### **Meal Counting and Claiming**

- The SFA had a under claim for the review month of February for the After School Snack Program at the Rawls Springs Attendance Center site. The SFA claimed (76), the State Agency counted (93) meals.
- The SFA has not been counting paid meals on the claim for reimbursement monthly for students with outstanding paid meal charges.

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

- The SA observed seven (7) students for the lunch meal at the review site Earl Travillion Attendance Center who did not have a reimbursable meal after leaving the Point of Service; each meal did not contain the required component fruit/vegetable component.

#### **General Compliance**

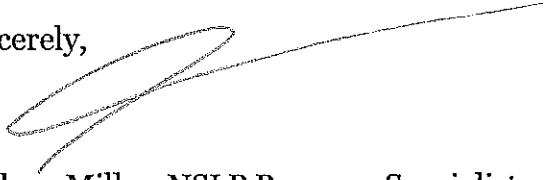
- The SFA is not maintaining temperature logs for the dry storage area for the cafeterias at the review sites Earl Travillion Attendance Center and North Forrest Attendance Center as required with the Food Safety Plan.

#### **Other Federal Programs**

- The Required Planning and Production record and menu for the ASCP at Rawls Springs Attendance Center listed three days of production, which the fruit component did not meet the minimum portion size of (6) ounces for the age/grade group being served.

A detailed response to the above findings is due by June 9, 2017. If you have any questions concerning this review or need assistance, please contact me or Ginger Gibson at (601) 576-4955.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rodney Miller', written over a horizontal line.

Rodney Miller, NSLP Program Specialist  
Office of Child Nutrition, School Support Division

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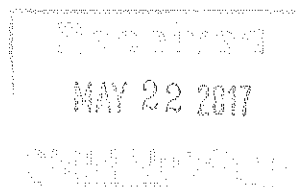
# FORREST COUNTY SCHOOL DISTRICT



EMBRACE • INSPIRE • CHALLENGE • GROW

BRIAN FREEMAN  
Superintendent of Education

May 19, 2017



Mississippi Department of Education

**Office of Child Nutrition**

Attn: Rodney Miller

P. O. Box 7711

Jackson, MS 39205-0771

**RE: 2016-2017 Administrative Review**

Mr. Miller,

This letter is to acknowledge and respond to the findings of our Administrative Review conducted during the week of March 6, 2017. You will find below the response to the five (5) identified findings as follows:

**Finding #1. Certification and Benefit Issuance** – Three (3) benefit issuance documents had incorrect determinations based on the data provided on the benefit documents.

**Response #1.** The three (3) benefit issuance documents have been corrected. All three (3) families were notified on Monday, March 20, 2017 via a mailed letter to the home address on file. In addition, the families were notified via phone of the information. The district has invested in a new meal application software (*NutriLink Technologies*) to assist with processing a large quantity of meal applications during the school year. Our new meal application software will be implemented for the 2017-2018 school year.

**Finding #2. Meal Counting and Claiming** – a) The SFA had a under claim for the review month of February for the After School Snack Program at the Rawls Springs Attendance Center site. The SFA claimed (76), the State Agency counted (93) meals. b) The SFA has not been counting paid meals on the claim for reimbursement monthly for students with outstanding paid meal charges.

**Response #2.** a) The After-School Snack Program at Rawls Springs had recently started with a growing number of student participants. On this day, the snack count was based on the number of expected student participation. The student participation exceeded the expected snack count after snacks were prepared by CN staff. The snacks were picked up after the end of the day for CN staff. After guidance was provided by MDE program specialist(s), the district began to provide a few additional snacks for growth of student participation in the program. All snacks are accounted for on an Attendance Log identifying the attendance and snacks received. If there are any snacks not used that day, the snacks are returned to Child Nutrition. b) The counting of students identified with outstanding paid meal charges were accounted for through the process of

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400 Forrest Street • Hattiesburg, MS 39401  
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editing and resubmitting the February 2017 Claim. After guidance was provided on counting of students identified with outstanding paid meal charges, the district will continue to count meals under paid status monthly through MARS.

**Finding #3. Nutritional Quality and Meal Pattern** – The SA observed seven (7) students for the lunch meal at the review site Earl Travillion Attendance Center who did not have a reimbursable meal after leaving the Point of Service; each meal did not contain the required component fruit/vegetable component.

**Response #3.** All Child Nutrition staff receives training annually and mid-year on Offer vs. Serve and its contents. There has been a severe change in personnel at Earl Travillion Attendance Center during the 2016-2017 school year. As a result, new staff had to be hired at mid-year. This occurrence was at the time of our 2016-2017 Administrative Review. Staff members at Earl Travillion Attendance Center will continue to receive training on this matter to comply with guidelines.

**Finding #4. General Compliance** – The SFA is not maintaining temperature logs for the dry storage area for the cafeterias at the review sites Earl Travillion Attendance Center and North Forrest Attendance Center as required with the Food Safety Plan.

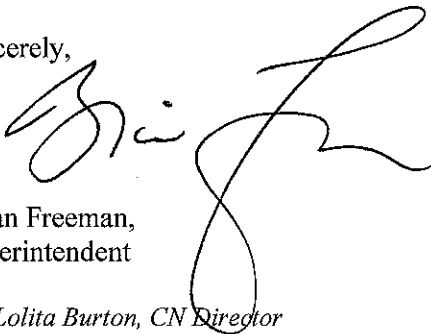
**Response #4.** The district has employed a newly SFA for the 2016-2017 school year to oversee the overall operations for the Child Nutrition programs. After MDE's observation and guidance, the temperature logs for the dry storage areas at Earl Travillion Attendance Center and North Forrest Attendance Center will be maintained to comply with guidelines.

**Finding 5#. Other Federal Programs** – The Required Planning and Production record and menu for the ASCP at Rawls Springs Attendance Center listed three days of production, which the fruit component did not meet the minimum portion size of (6) ounces for the age/grade group being served.

**Response #5.** A misunderstanding of the fruit component's minimum portion size of six (6) ounces was made. This matter was rectified by the district immediately.

Thank you for giving us support to serve our children in the district. If you have any questions, please do not hesitate to contact us.

Sincerely,



Brian Freeman,  
Superintendent

cc: Lolita Burton, CN Director



Office of Child Nutrition  
Scott Clements  
Director

June 5, 2017

Forrest County School District  
Brian Freeman, Superintendent  
400 Forrest Street  
Hattiesburg, MS 39401

Dear Mr. Freeman:

Your response to the findings of the Administrative Review of your district's 2016-2017 Child Nutrition Programs has been received and accepted. We are closing the file on this review.

If you have questions, please call me or Ginger Gibson at (601) 576-4955.

Sincerely,

Rodney Miller, NSLP Program Specialist  
Office of Child Nutrition, School Support Division

MAILED

on 6/6/17 by sw