



April 7, 2017

Ms. Clara Isom
Holy Family School
395 North West Street
Holly Springs, MS 38635

Dear Ms. Isom:

The State Agency completed an Administrative Review of your organization's 2016-2017 Child Nutrition Program. The findings of this review are as follows:

Meal Access and Reimbursement

- Benefit issuance - 2 applications approved at free level in error. (Changed to reduced. District implemented "Non-Pricing" and notification of household is not necessary.)
- ASCP – an overclaim of 4 snacks for February 2016, no certification of daily snacks, no 2nd check of consolidation.

Meal Pattern and Nutritional Quality

- No Findings.

Resource Management

- Food Safety – a food safety plan was not available.
- Food Safety – logs of refrigerated equipment available, cooking temperature logs not available

General Program Compliance

- Offer Versus Serve – there is no signage at or near the beginning of the serving line indicating how to select a reimbursable meal.
- Food in cardboard boxes on floor.
- Professional standards tracking of Child Nutrition employees is not available.

Other Federal Programs: ASCP

- Production records not completed daily.

STATE COPY

Technical Assistance provided:

- Provided updated Food Safety SOP's Rev. 2016 Template.
- Developed a Benefit Issuance spreadsheet to track all students and approved benefits.
- Conducted meal pattern training with emphasis on mandatory offerings of components and subcomponents.
- Provided signage samples to use or replicate.
- Provided Planning & Production Record training.
- Provided Professional Standards tracking sheet & associated tools for use.

Your corrective action response to the above findings of this review is due by April 28, 2017. If you have any questions, please contact me at burban@mdek12.org or call me at (601) 576-5000.

Sincerely,

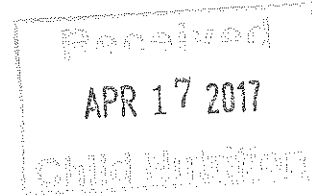


Bill Urban, Program Specialist
Office of Child Nutrition, School Support Division
C: file

Holy Family Catholic School

395 N. West Street
Holly Springs, MS 38635

TO: Mr. Bill Urban
FROM: Clara Isom
DATE: April 13, 2014
RE: Administrative Review: March 27–30, 2017



RESPONSE: Meal Access and Reimbursement

- Meal Assessment and Reimbursement changed to "Non-Pricing". Only two families were reduced.

RESPONSE: Resource Management

- Food Safety Plan was printed and reviewed by cafeteria manager and staff.
- Cooking Thermometers were purchased and logs posted listing temperatures for cooking using guides.

RESPONSE: General Program Compliance

- Offer vs Serve signage has been posted. Trays labeled with the acceptable choices that actually show what components comprise reimbursable meals. Signage shows both breakfast and lunch choices.
- Boxes used to store products on the floor are shelved at least 6" off the floor.
- Professional standards tracking of employees is done as a part of the Professional Development plan for all cafeteria staff. Cafeteria workers are documenting professional training through videos and webinars offered by the Division of Training and Outreach Program. Cafeteria staff are also reviewing the Safety Standards provided by the auditor. Additional training will be done at the Manager's Recertification Training.

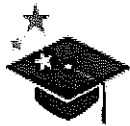
RESPONSE: Other Federal Programs

- Student enrolled in the ASCP are enrolled on excel sheets and put into the computer daily and verified on a daily basis at the point of service. The daily computations are included in the monthly report.

Thank you for your support of Holy Family School.

Phone: 662-252-1612 Fax: 662-252-3694

A program service of Sacred Heart Southern Missions



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright future for every child

Office of Child Nutrition
Scott Clements
Director

April 26, 2017

Ms. Clara Isom, Principal
Holy Family Catholic School
395 North West Street
Holly Springs, MS 38635

Dear Ms. Isom:

Your response to the findings of our Administrative Review of your 2016 - 2017 National School Lunch, School Breakfast and After School Snack Programs (NSLP, SBP & 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. Thank you for your continued support of Child Nutrition programs.

Sincerely,

Bill Urban, Program Specialist
Office of Child Nutrition, School Support Division

c: File

STATE COPY

500 Greymont Avenue, Suite F
P.O. Box 771
Jackson, MS 39205-0771

Phone (601) 576-5000
Fax (601) 354-7595
www.mde.k12.ms.us