



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Ensuring a bright future for every child

Office of Child Nutrition  
Scott Clements  
Director

February 22, 2017

Ms. Janet Buras  
Holy Trinity Catholic School  
301 Second Street  
Bay St.Louis, MS 39520-4325

Dear Ms. Buras:

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**

- Error prone applications are not identified. Applications selected for verification must be from error prone applications.
- 10 days must be given prior to reducing benefits from the date of the notification letter.

**Meal Pattern and Nutritional Quality**

- No Findings.

**Resource Management**

- No Findings

**General Program Compliance**

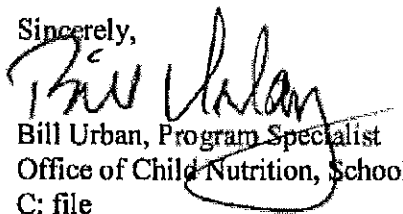
- Food Safety Time \ Temperature records are inconsistently maintained.

**Other Federal Programs: None**

Reviewer conducted Technical Assistance providing verification letter templates, a time temperature log, and Nutrikids software training. Ms. Manning's performance of her duties is outstanding. Having a volunteer assisting at the Point of Service has allowed for the continued success of the lunch program as well.

Your corrective action response to the above findings of this review is due by March 23, 2017. If you have any questions, please contact me at [burban@mdek12.org](mailto:burban@mdek12.org) or call me at (601) 576-5000.

Sincerely,

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

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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](http://www.mde.k12.ms.us)

Holy Trinity Catholic School  
301 South Second Street  
Bay St. Louis, Mississippi 39520

Dear Mr. Urban,

Holy Trinity Catholic School recently had their Administrative Review from the Child Nutrition Program for 2016 – 2017. Based on the review the following actions have been or will be taken.

**Meal Access and Reimbursement:**

- All concerns have been corrected

**Meal Pattern and Nutritional Quality:**

- There were no findings that needed to be corrected

**Resource Management:**

- There were no findings that needed to be corrected

**General Program Compliance:**

- Cafeteria manager received training on Nutrikids software
- Logs were updated
- All records have been updated and are being maintained

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Please contact me if you have any additional questions or concerns.

  
Janet Buras

Principal

(228-467-5158)



MISSISSIPPI  
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Office of Child Nutrition  
Scott Clements  
Director

March 24, 2017


Holy Trinity Catholic School  
Ms. Janet Buras  
301 Second Street  
Bay St. Louis, MS 39520-4325

Dear Ms. Buras:

Your response to the findings of our Administrative Review of your 2016 - 2017 National School Lunch and School Breakfast Programs (NSLP, NSBP) 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

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