

Office of Child Nutrition  
Scott Clements  
Director

February 13, 2017

Jamie Peoples, Executive Officer  
Jackson County Youth Court  
4903 Telephone Road  
Pascagoula, MS 39567

MAILED

on 2/14/17 by sw

Dear Mrs. Peoples:

The State Agency recently completed an Administrative Review of your district's National School Lunch Program (NSLP) and School Breakfast Program (SBP) for the week of December 19, 2016. As part of the review process, an evaluation of the administrative and site levels was conducted. The results of the review are as follows:

**Administrative-**

**Meal Access and Reimbursement- Meal Counting and Claiming-November Claim**

- National School Lunch Program- Under-claim of 10 meals. The School Food Service Administrator claimed 352 meals but the State Agency counted 362 meals.

**General Program Compliance**

- **Civil Rights:** All the required topics were not documented as covered on the documentation for the annual Civil Rights training. **Technical assistance** provided that all required topics for Civil Rights must be covered in the annual training. A power-point including the list of required topics was provided.
- **Local Wellness Policy:** Components of a Wellness Policy exists, but a complete and thorough policy was not in place or reviewed as required. **Technical assistance** provided along with a template to develop a Wellness Policy.
- **Professional Development:** Training was documented, but each individual's training was not being tracked. **Technical assistance** provided that job title and brief description of duties along with training hours for each individual should be tracked to ensure professional development hours are being met.
- **Food Safety Plan:** Components of a Food Safety Plan available, but a complete Food Safety Plan was not available. **Technical assistance** provided along with a template to develop a Food Safety Plan.

**Site review—no findings.**

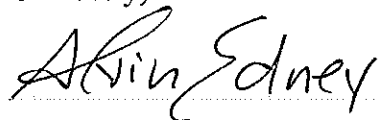
500 Greymont Avenue, Suite F  
P.O. Box 771  
Jackson, MS 39205-0771

Phone (601) 576-5000  
Fax (601) 354-7595  
[www.mde.k12.ms.us](http://www.mde.k12.ms.us)

I would like to thank the Administrator as well as her staff for the excellent job they do in planning and providing reimbursable meals for the children at Jackson County Youth Court.

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

Sincerely,

A handwritten signature in cursive script that reads "Alvin Edney". The signature is written in black ink and is positioned above the typed name and title.

Alvin Edney, Program Specialist  
Office of Child Nutrition, School Support Division

cc: File

# Jackson County Youth Court



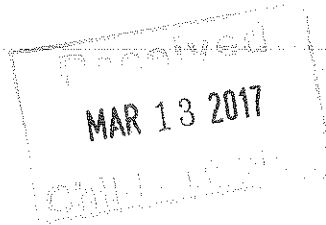
MICHAEL BRELAND, PROSECUTOR  
CHERYL SULLIVAN, PUBLIC DEFENDER

SHARON W. SIGALAS  
JUDGE

DENISE LEE, GUARDIAN AD LITEM  
TAMMY LACY, DEPUTY COURT ADMINISTRATOR

March 7, 2017

Alvin Edney, Program Specialist  
Office of Child Nutrition, School Support Division  
MS Department of Education  
Post Office Box 771  
Jackson, MS 39205-0771



Dear Mr. Edney

I am writing this letter in response to the findings during your Administrative Review of our National School Lunch Program (NSLP) and School Breakfast Program (SBP) that was conducted on December 19, 2016.

## Administrative-

### **Meal Access and Reimbursement – Meal Counting and Claiming – November Claim**

- We have corrected the Excel Spreadsheet so that all rows are included when calculating the total meals. This was the reason for under counting by 10 meals.

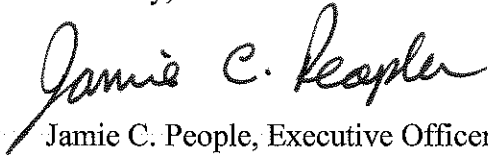
### **General Program Compliance**

- **Civil Rights:** We received a Power-Point to include a list of topics that should be covered in the Civil Rights training. We will use this power-point to insure we cover all required topics at the next training and we will properly document each topic on the training form.
- **Local Wellness Policy:** We were given a template to assist us in developing a complete and thorough Wellness Policy. We have developed that and have it on file and ready to be reviewed.
- **Professional Development:** We have developed a more detailed individualized spreadsheet to track each person's training hours.

- **Food Safety Plan:** We were given a template to assist us in developing a complete and thorough Food Safety Plan. We have developed that plan and have it on file and ready to be reviewed.

Thank you for all your help and assistance. Please let me know if you need anything else from me.

Sincerely,

A handwritten signature in black ink that reads "Jamie C. People". The signature is written in a cursive style with a large initial "J" and a prominent "C".

Jamie C. People, Executive Officer  
Administrator/Drug Court Coordinator  
Jackson County Youth Court  
4903 Telephone Road  
Pascagoula, MS 39567



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Ensuring a bright future for every child

Office of Child Nutrition  
**Scott Clements**  
Director

May 22, 2017

Jamie Peoples, Executive Officer  
Jackson County Youth Court  
4903 Telephone Road  
Pascagoula, MS 39567

Dear Ms. Peoples:

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

Alvin Edney, Program Specialist  
Office of Child Nutrition, School Support Division

cc: File

**MAILED**

on 5/22/17 by sw

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