



Office of Child Nutrition
Scott Clements
Director

February 28, 2017

Brian Harvey, Superintendent
Oxford Separate School District
224 Bramlett Blvd.
Oxford, MS 38655

MAILED

on 2/28/17 by sw

Dear Mr. Harvey:

The State Agency recently completed an Administrative Review of your district's 2015-2016 National School Lunch Program (NSLP), School Breakfast Program (SBP) and the After School Care Program (ASCP) for the week of December 5, 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-

- **Verification:** Two applications pulled for verification were verified based on the net income submitted by the applicant, not the gross income. The benefit status for the both applications was originally determined to be reduced based on the documented income. When selected for verification, the benefit status was incorrectly verified based on the net income, not the gross income submitted. Both applications should have been verified to be paid benefit status. **Technical Assistance** provided that net income is used to verify benefit status not gross income. This was a non-systemic finding because all other benefits were verified based on gross income.

Procurement of non-food purchases--

Two bids were not obtained for a non-food purchase:

- Deli unit---\$4029.78

Technical assistance provided that procurement of non-food and non-perishable supplies must follow State of Mississippi purchasing thresholds as they are more restrictive than Federal thresholds. For purchases between \$3,500 and \$50,000, districts must have at least two (2) price quotes.

Operational – Site Visits

Oxford Intermediate School -----School Breakfast Program (SBP) and National School Lunch Program (NSLP)

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

- No findings

Bramlett Elementary School-----National School Lunch Program (NSLP)

- No findings

Resource Management----Bramlett Elementary School

- **Non-program Foods, Adult sales**—A separate lunch menu was available for teachers that was not available to students. Also, teachers who chose the student menu, were allowed to get additional portions for the paid meal price at no additional cost. **Technical Assistance** provided that teachers cannot have a separate menu that is not available to students. Also, the cost of an adult meal and any additional portions provided must be accounted for to ensure that the sale generates at least the same proportion of SFA revenues as expenses from the purchase of non-program foods contributing to the SFA's food costs. (7 CFR.210.14(f))

Other Federal Program Reviews

After School Snack Program (ASCP)—Bramlett Elementary School

- **Smart Snacks:** 4 oz. fruit juice being given instead of a 6 oz juice. **Technical Assistance** provided that fruit juice provided for the ASCP must be 6 oz. ($\frac{3}{4}$ cup), not 4 oz. ($\frac{1}{2}$ cup). An example of the correct juice size was shown to be available on the order guide for purchase.
- **Onsite Reviews:** Reviews of the ASCP were not conducted within the first four weeks of program's operation. **Technical assistance** provided that the School Food Authority (SFA) must review each after school care snack site two times per school year. The first review is to be conducted during the first four weeks of the snack program's operation. The onsite review form was provided.

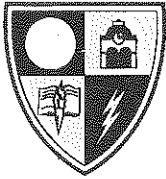
I would like to thank Mr. Tim Howington, Food Service Administrator, as well as all staff for the excellent job they do in planning and providing reimbursable meals for Oxford School District. Thanks also for the Administrator and his staff having the records organized and prepared to aid the review.

A detailed response to the above findings is due by **March 31, 2017**. 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

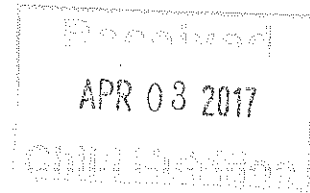


Oxford School District

224 Bramlett Boulevard • Oxford • Mississippi 38655
(662) 234-3541 • Fax: (662) 232-2862

March 28th, 2017

Mr. Alvin Edney
500 Greymont Ave
P.O. Box 771
Jackson, MS 39205-0771



Dear Mr. Edney,

Thank you for your Administrative Review of our food service program and operations during the week of December 5th, 2016. I received your letter of findings dated February 28th, 2017, and we have responded with the following actions:

Administrative

Meal Access and Reimbursement

- **Verification:** Two applications pulled for verification were verified based on the net income submitted by the applicant, not the gross income. The benefit status for the both applications was originally determined to be reduced based on the documented income. When selected for verification, the benefit status was incorrectly verified based on the net income, not the gross income submitted. Both applications should have been verified to be paid benefit status. **Technical Assistance** provided that net income is used to verify benefit status not gross income. This was a non-systemic finding because all other benefits were verified based on gross income.

Response:

- **The children covered under the two applications in question were changed to full pay lunch eligibility status and the parents were notified by letter. A printout of the student eligibility history status and copies of the parent notification letters are enclosed.**

Procurement of Non-Food Purchases

Two bids were not obtained for a non-food purchase:

- Deli Unit—\$4029.78

Technical assistance provided that procurement of non-food and non-perishable supplies must follow State of Mississippi purchasing thresholds as they are more restrictive than Federal thresholds. For purchases between \$3,500 and \$50,000, districts must have at least two (2) price quotes.

Response:

- **The OSD Food Service Director has undergone a rigorous self-study to better prepare himself for administering and adhering to the State of Mississippi purchasing thresholds.**
- **Additionally, a change to the Oxford School District Procurement Plan will be proposed to the Oxford School District Board of Trustees for the April School Board meeting. A copy of that proposed change is enclosed. Please note paragraph C. 1.**

Operational – Site Visits

Oxford Intermediate School ----School Breakfast Program (SBP) and National School Lunch Program (NSLP)

- No findings

Bramlett Elementary School----National School Lunch Program (NSLP)

- No findings

Resource Management----Bramlett Elementary School

- **Non-program Foods, Adult sales** –A separate lunch menu was available for teachers that was not available to students. Also, teachers who chose the student menu, were allowed to get additional portions for the paid meal price at no additional cost. Technical Assistance provided that teachers cannot have a separate menu that is not available to students. Also, the cost of an adult meal and any additional portions provided must be accounted for to ensure that the sale generates at least the same proportion of SFA revenues as expenses from the purchase of non-program foods contributing to the SFA's food costs. (7 CFR.210.14(f)).

Response:

- **The OSD Food Service Director created a new District procedure whereby adults can purchase extra portions of the standard meal**

offered to children. A copy of the new "Extra Sales Menu" is enclosed.

Other Federal Program Reviews

After School Snack Program (ASCP)—Bramlett Elementary School

- **Smart Snacks:** 4 oz. fruit juice being given instead of a 6 oz. juice. **Technical Assistance** provided that fruit juice provided for the ASCP must be 6 oz. (3/4 cup), not 4 oz. (1/2 cup). An example of the correct juice size was shown to be available on the order guide for purchase.

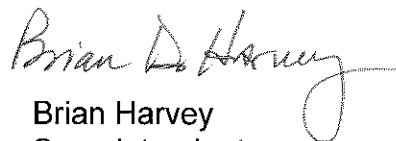
Response:

- **Training has been conducted with all cafeteria food service workers regarding the ASCP Program. A copy of that training documentation is included.**
- **Onsite Reviews:** Reviews of the ASCP were not conducted within the first four weeks of program's operation. **Technical assistance** provided that the School Food Authority (SFA) must review each after school care snack site two times per school year. The first review is to be conducted during the first four weeks of the snack program's operation. The onsite review form was provided.

Response:

- **The OSD Food Service Director has scheduled on-site reviews for all OSD schools during August of 2017 to meet the monitoring requirements for this program. The auditor provided OSD with the proper snack program on-site review monitoring form.**

Thank you again for your thorough and insightful review of our food service program.



Brian Harvey
Superintendent
Oxford School District



Office of Child Nutrition
Scott Clements
Director

May 22, 2017

Brian Harvey, Superintendent
Oxford Separate School District
224 Bramlett Blvd.
Oxford, MS 38655

Dear Mr. Harvey:

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

cc: File

MAILED

on 5 / 22 / 17 by sw

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P.O. Box 771
Jackson, MS 39205-0771

Phone (601) 576-5000
Fax (601) 354-7595
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