



May 10, 2017

Picayune School District  
Dean Shaw, Superintendent  
706 Goodyear Boulevard  
Picayune, MS 39466

MAILED

on 5/10/17 by sw

Dear Mr. Shaw:

The State Agency completed an Administrative Review of your organization's 2016-2017 National School Lunch Program (NSLP) and School Breakfast Program (SBP) during the week of April 3, 2017. The findings of the review are as follows:

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

- No signage posted to identify for the students the components of the lunch meal pattern and the components required for a reimbursable meal when the Offer vs. Serve Provision is utilized. The signage was not posted at the two review sites, Picayune High School and Picayune Jr High School, as required.
- The daily grain requirement of two (2) ounces for lunch is not being met for the age/grade group 9-12 as required.
- The district has elected to utilize the State agency recipes Mississippi Recipes for Success in the preparation of food for both programs. The recipes are not being followed correctly as written.
- The district offered a sack lunch during the 2017 school year for age/grade group 9-12. The meal offered did not meet the daily minimum of one (1) cup vegetable serving as required.
- The State agency and the USDA observed a total of thirty-two (32) meals for the lunch meal service that students selected which did not contain the required components for a reimbursable meal after leaving the point of sale.
- The State agency observed two (2) meals for the breakfast meal service that students selected which did not contain the required fruit component for a reimbursable meal after leaving the point of sale.

### **General Compliance**

- The on-site monitoring for the NSLP was not conducted prior to February 1 for all school sites as required.
- The SFA is vending a grain product in the cafeteria during lunch that does not meet the Smart Snacks Regulations.
- The SFA Food Safety Plan for the district was missing the following elements: a. Description and Overview, b. Food Preparation Plan, c. Monitoring, d. Corrective Action, and e. Review.
- The SFA Local Wellness Policy has not been revised to contain all the minimum elements as required.

- At the review site Picayune High School, the freezer has a significant water leak with ice build-up; also, the light fixtures in the freezer are missing bulb covers to prevent spillage of a foreign objects into food products stored in the freezer.

### **Other Federal Programs**

- The Fresh Fruit and Vegetable Program (FFVP): the SFA has an over-claim of \$72.18 for the February claim period under operation cost allowance. The State Agency has elected to not seek repayment.
- The teachers for the two review sites Southside Elementary and Roseland Park Schools are not utilizing gloves to distribute the fruit product as is required by the state health department for all ready to eat foods.
- The teachers in the classrooms are not participating in the program (consuming the product as an example to encourage the students to participate).

### **Procurement**

- The Child Nutrition Department for the district does not have a Procurement Plan on file as required.
- The Child Nutrition Department has purchased a freezer for the district. The correct procurement procedure was not utilized to obtain the freezer based on the dollar amount of the freezer. The district did not follow the correct procedure in regards to both federal and state regulations.
- The Child Nutrition Department has made multiple purchases with a Coke vendor for coke products that are vended in the districts cafeteria's. The procurement of these products was not conducted correctly with both federal and state regulations.

A detailed response to the above findings is due by June 5, 2017. If you have any questions concerning this review or need assistance, please contact me or Ginger Gibson at (601) 576-4955.

Sincerely,



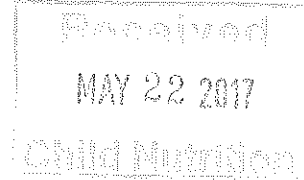
Rodney Miller, NSLP Program Specialist  
Office of Child Nutrition, School Support Division

**PICAYUNE SCHOOL DISTRICT**  
**OFFICE OF CHILD NUTRITION**

300 EAST FIFTH STREET  
601-798-6711  
DEBBIE BYRD, DIRECTOR

May 16, 2017

Office of Child Nutrition  
Rodney Miller, NSLP Program Specialist  
P.O. Box 771  
Jackson, MS 39205-0771



Dear Rodney:

You will find listed below my Corrective Plan of Action regarding the findings from our review:

**MEAL PATTERN AND NUTRITIONAL QUALITY**

- We are currently looking for a company to purchase the signage that is required for all schools.
- We are now using the Reimbursable Meal Group to calculate weekly requirements.
- The Mississippi Recipes for Success will be used to prepare each recipe as stated.
- When preparing a sack lunch for high school students, we will pack a Vegetable Juice, which would be 4oz and ½ cup of carrot sticks w/dip to reach the required 1 cup serving.
- We have had training on reimbursable meals with all staff. The cashiers will receive additional training. We will train again at the beginning of the new school year. The manager will train any new employee.
- We emphasized to the cashiers that each meal is required to have a fruit component for it to be a reimbursable meal for breakfast. The managers will continue this training when they have their staff meetings. They will also train any new employee on a reimbursable breakfast and lunch.

**GENERAL COMPLIANCE**

- I am going to conduct my on-site monitoring before Christmas each year to ensure that it is done before the February 1 deadline.
- We will follow all Smart Snacks Regulations when selling extra sale items.
- The Food Safety Plan will be revised and updated to meet all requirements. This will be done for each school site.
- We are currently revising the Local Wellness Policy to meet all minimum requirements and will have it board approved for 2017-2018 school year.
- The high school cafeteria will have a new walk-in cooler/freezer installed this summer. This will take care of the water leaks and ice build-up in our freezer we are currently using. This will be ready for the new school year.

**OTHER FEDERAL PROGRAMS**

- To prevent any over-claims, which happened in the FFVP claim, I will be more diligent while filing my claims.
- All staff has been trained and will be retrained on the importance of giving gloves to the teachers for them to pass our fresh fruit and vegetables to the students.

- The Superintendent will address the issue of the teachers not participating in eating the fruit/vegetable of the day. We will also make sure there is a serving for each adult in the classroom.

## **PROCUREMENT**

- We now have the correct Procurement Plan on file and will be utilizing it for every purchase in the Child Nutrition Department.
- We have addressed the issue as to the purchase of the freezer and not following the correct procurement procedure. We are utilizing the procedure in the purchase of the new cooler/freezer for the high school.
- We are no longer using any Coke products in the Child Nutrition Department.

If you need anything else, please let me know.

Sincerely,



Debra Byrd, Child Nutrition Director  
Picayune School District



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Ensuring a bright future for every child

Office of Child Nutrition  
**Scott Clements**  
Director

June 5, 2017

Picayune School District  
Dean Shaw, Superintendent  
706 Goodyear Boulevard  
Picayune, MS 39466

Dear Mr. Shaw:

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

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