



May 5, 2017

Mr. Randle Downs, Superintendent  
Prentiss County School District  
105 North College Street  
Boonville, MS 38829

**MAILED**

on 5/5/17 by sw

Dear Mr. Downs:

The State Agency completed an Administrative Review of your organization's 2016-2017 National School Lunch Program (NSLP), School Breakfast Program (SBP), and After School Care Program (ASCP) for the week of April 17, 2017. The findings of the review are as follows:

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

- Additional training on the Offer vs. Serve provision is required for the staff at Wheeler. The State Agency observed that every child with an entree received french fries.
- The K-12 Breakfast menu during both the review period of March and the week of review 4/17-21/2017, was over the sodium requirement. The target sodium requirement for this age group at breakfast is 540.
- The K-8 lunch menu during the review period was over the sodium requirement. The target requirement for this age group is 1230 mg.
- The 9-12 lunch menu during the review period was over the sodium requirement. The target requirement for this age group is 1420 mg.

#### **General Program Compliance**

- Production records are being maintained. Technical Assistance was provided to clarify the requirements.
- The State Agency observed that the contribution size of the meal components was listed by quantity and not value.
- At both Wheeler and New Site, the State reviewer verified items that were sold in the school store (chocolate bars, sodas, munchies chips, etc.) that did not meet the Smart Snack Standards. It is required to use the Smart Snacks calculator on all food and beverages sold to students.
- A written completed Procurement plan was not provided during this review. Technical Assistance was provided by the State Agency staff by emailing the School Food Service Administrator a State approved Procurement plan sample.
- The food safety plan was not being properly implemented at Wheeler. The State reviewer observed child nutrition staff reusing and washing disposable gloves after handling food and garbage.

### **Other Federal Programs**

- The After-School Care Program at Wheeler was not monitored within the first 4 weeks of the program. The program started in November but was monitored January 10, 2017.

I would like to thank Mrs. Morgan and her staff for their hard work and dedication in providing meals to the students in the Prentiss County School District.

A detailed response to the above findings is due by **May 29, 2017**. If you have any questions concerning this review or need assistance, please contact me or Ginger Gibson at (601) 576-4955.

Sincerely,



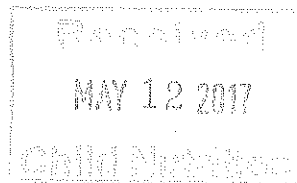
Cedra T. Smith, Program Specialist  
Office of Child Nutrition

cc: File 2017

# Prentiss County School District

PRENTISS COUNTY

May 8, 2017



Ms. Cedra Smith, Program Specialist  
MS Dept. of Education, Office of Child Nutrition  
P O Box 771  
Jackson, MS 39205-0771

Dear Ms. Smith:

This letter is in response to the Offices of Child Nutrition and Healthy School administrative review that was conducted in the Prentiss County School District during the week of April 17, 2017.

Please consider our corrective action plan listed below for approval.

## **MEAL PATTERN AND NUTRITIONAL QUALITY**

- On April 26, 2017, the child nutrition director gave the Wheeler staff additional training on Offer vs. Serve, reinforcing the statement that students may choose items to go on their trays, and for staff not to automatically serve items.
- For the K-12 Breakfast menu, sodium was over the allowed age group requirement. The child nutrition director made changes to the district menu by changing breakfast items to lower sodium items or eliminating breakfast items. A nutritional analysis for the upcoming weeks' menus showed to be under the sodium requirement of 540 mg.
- For the K-8 lunch menu, sodium was over the allowed age group requirement. The child nutrition director changed lunch menu items to lower sodium items and ran a new nutritional analysis for the upcoming weeks' menus which now keep the sodium requirement under 1230 mg. for the week.
- For the 9-12 lunch menu, sodium was over the allowed age group requirement. The child nutrition director changed lunch menu items to lower sodium items and ran a new nutritional analysis for the upcoming weeks' menus which now keep the sodium requirement under 1420 mg. for the week.

## GENERAL PROGRAM COMPLIANCE

- On May 5, 2017, the child nutrition director gave all child nutrition managers additional training on production records to ensure that the meal component column was being listed by value of item contribution; Ex. 2 oz or 1 oz and not 1 each for cereal items.
- Some Items found in both Wheeler and New Site school stores did not meet the Smart Snack Standards. On May 2, 2017, the child nutrition director gave all principals additional training and handouts about using the Smart Snack calculator on all food and beverages sold to students in their school stores.
- The district did not have a complete procurement plan attached to the Chart of Procedures. The MS Department of Child Nutrition provided the Prentiss County child nutrition director with a sample of the complete procurement plan. The child nutrition director will include all portions of the procurement plan with the Chart of Procedures when getting board approved annually.
- On April 26, 2017, the child nutrition director gave Wheeler additional training on the food safety plan about never washing disposable gloves, but in fact ALWAYS throwing them away and changing them when going from one task to another.

## OTHER FEDERAL PROGRAMS

- The child nutrition director was given additional training by the state department of child nutrition during the review period about monitoring the After School Care Programs within the first 4 weeks of the program start. The child nutrition director will monitor this program within the first 4 weeks of beginning operation.

The above is our response to the administrative review held during the week of April 17, 2017. Our district would like to thank you for your professionalism and expertise that you exemplified during your visit.

Sincerely,



Mr. Randle Downs  
Superintendent of Education

Cc: Tanya Morgan, Child Nutrition Director



Office of Child Nutrition  
**Scott Clements**  
Director

May 24, 2017

Mr. Randle Downs, Superintendent  
Prentiss County School District  
105 North College Street  
Boonville, MS 38829

Dear Mr. Downs:

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

Sincerely,

Cedra Smith, Program Specialist  
Office of Child Nutrition

C: file

**MAILED**

on 5/24/17 by sw

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