



April 18, 2017

Resurrection Catholic  
Elizabeth Benefield, Principal  
3704 Quinn Dr  
Pascagoula, MS 39581

**MAILED**

on 4/19/17 by sw

Dear Ms. Benefield:

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 March 13, 2017. The findings of the review are as follows:

**Certification and Benefits Issuance**

- The School Food Authority did not conduct Direct Certification for the school year 2016-2017.
- One (1) benefit issuance document had an incorrect determination based on the data provided on the benefit documents.
- There were seven (7) benefit issuance documents missing social security numbers or an indication of having no social security number.
- The School Food Authority could not produce benefit issuance documents on three (3) students that were given an eligibility status determination.

**Verification**

- The School Food Authority did not complete a confirmation review.
- The School Food Authority verification file was missing correspondence to the household to confirm when initial data was requested and follow-up attempts.

**Meal Counting and Claiming**

- The School Food Authority did not perform daily and monthly edit checks as required with the meal claiming procedure.

**Nutritional Quality and Meal Pattern**

- The daily and weekly grain requirements for the age/grade group nutrient standard being offered by the School Food Authority were not met.
- On the day of review, twenty (20) students were observed, during lunch, at the review site Resurrection Catholic Middle/High School not receiving a reimbursable meal (choosing at least three (3) of the five (5) meal components, to include ½ cup vegetable or fruit, when utilizing Offer vs. Serve Provision) after leaving the Point of Service.

- The School Food Authority elected to utilize the standardized Mississippi Recipe for Success (MRS) and the recipes are not being followed correctly.

### **General Compliance**

- The School Food Authority (HACCP) food safety plan was missing the following elements:
  - Description and overview
  - Food preparation plan
  - Standard operating procedures
  - Menu items sorted
  - Monitoring
  - Corrective actions
  - Recordkeeping and review
- The School Food Authority Wellness Policy did not contain the minimum requirements from the current revised Wellness Policy.
- Civil rights incorporation of the nondiscrimination statement was not posted on meal service menus and district website.
- Individual tracking of professional development training on each staff member of the Child Nutrition Department was not performed.
- The School Food Authority did not conduct on-site monitoring for lunch prior to February 1.

### **Resource Management**

- The Paid Lunch Equity Tool was not completed for the school year 2016-2017.

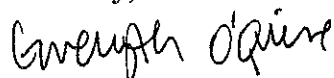
### **Other Federal Programs**

- After School Snack Program (ASCP) review dates were not conducted within the required time frame.
- The components offered for ASCP meal pattern do not meet the minimum standards of grain (1 ounce) and fruit/vegetable (6 ounce).
- The ASCP has no Point of Service meal count.

A detailed response to the above findings is due by May 15, 2017. If you have any questions concerning this review or need assistance, please contact me or Ginger Gibson at (601) 576-4955.

In addition, I would like to commend the Food Service Director and staff on a professionally operated program.

Sincerely,



Gwennyth O'Quine, Program Specialist  
Office of Child Nutrition, School Support Division

# Resurrection Catholic School

Rec'd  
5-16-2017

Elementary Campus  
3704 Quinn Drive  
Pascagoula, MS 39581  
Phone: 228-762-7207  
Fax: 228-762-0611



Secondary Campus  
520 Watts Avenue  
Pascagoula, MS 39567  
Phone: 228-762-3353  
Fax: 228-769-1226

May 12, 2017

Mississippi Department of Education  
Office of Child Nutrition  
Attn: Gwenyth O'Quine, Program Specialist  
P.O. Box 771  
Jackson, MS 39205-0771

RE: Administrative Review Response

Dear Ms. O'Quine,

The purpose of this document is to respond to the summary report on your agency's review the week of March 13, 2017. Our response is as follows:

#### **Under Certification and Benefits Issuance:**

- ^ I have not done the Direct Certification process for the past two years. I was told by one of your team members that they would have the proper individuals contact me to provide training on that process. I had tried to complete the process and ran into problems using the link provided. I have not heard from the tech support folks yet but will complete the Direct Certification process once I have a working link.
- ^ The benefit document that was incorrect has been corrected.
- ^ The incomplete benefit documents have been corrected per your guidance.
- ^ While there were initially documents out of place on three students, we did provide the documents before your review was completed.

#### **Verification**

- ^ The verification process was completed as scheduled. We had done only initially 2 verifications and after Ms. Angie spoke with your department we completed a third family verification before your actual review.

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- ^ Mrs. Comeaux did have copies of the letters she provided to the families noting there was no change in their status following the required annual verification.

## Meal Counting and Claiming

- ^ The managerial team has implemented a daily audit for backup and daily count as well as the end of month audit claim.

## Nutritional Quality and Meal Patterns

- ^ The grain requirements are being reviewed for the age and group for all meals and snacks.
- ^ RCMHS is now checking to ensure meal component requirements are met as the students exit the line.
- ^ The MRS and the recipes are being followed consistently.

## General Compliance

- ^ The managers are in the process of implementing their HACCP plan
- ^ Our Wellness committee is developing a revised wellness plan that will be completed by mid-June 2017 and will meet the minimum requirements
- ^ Our Civil Rights and Non Discrimination statement which is in our handbook for families and on our website is now added to our menus that are posted on our website.
- ^ Mrs. Comeaux has compiled her professional development training documents for your review and will provide with this response.
- ^ We will conduct on-site monitoring for lunch prior to February 1, 2018

## Resource Management

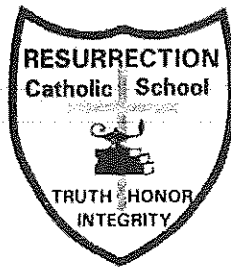
- ^ We will complete the Paid Lunch Equity Tool for the 2017-2018 school year.

## Other Federal Programs

- ^ ASCP reviews will be completed within the required dates
- ^ The components for the ASCP meal pattern have been reviewed and adjusted accordingly.

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^ THE ACSP has established a meal count protocol to satisfy the standard.

This is our response to your findings. I apologize for it being a day late as we are experiencing greater than usual technology issues. Please contact Mrs. Comeaux or me if you require additional information.

Yours in Christ,

A handwritten signature in cursive script that reads "Elizabeth Benefield".

Elizabeth Benefield  
Principal  
Resurrection Catholic School

## Corrections for State Review 2017

- 1) Nondiscrimination Statement is now on menus.
- 2) Training done on August 20<sup>th</sup>,2016 Civil Rights Compliance and enforcement.  
And Handwashing Personal Hygiene on March 20<sup>th</sup>,2017.
- 3) Paid Lunch Equity Tool completed Lunch price going to \$2.75 for 2017-2018 school year
- 4) Completed after school care snack review. Corrected snack ,now serving 1oz of grain and 6oz juice. The children are now turning in tickets for point of service to back up daily count..
- 5) Using daily audit for back up for daily count and end of month audit for monthly claims.
- 6) We are in the process of implementing haccp plan.  
We already take temps on freezers ,coolers and food that we serve at lunch and breakfast.



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Ensuring a bright future for every child

Office of Child Nutrition  
**Scott Clements**  
Director

May 18, 2017

Resurrection Catholic  
Elizabeth Benefield, Principal  
3704 Quinn Dr  
Pascagoula, MS 39581

Dear Ms. Benefield:

Your response to the findings of our Administrative Review regarding 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.

Information on MS Student Information System (MSIS) for non-public district/school users are included.

If you have any questions or need assistance, please call me or Ginger Gibson at (601) 576-4955.

Sincerely,

Gwenyth O'Quine, Program Specialist  
Office of Child Nutrition, School Support Division

Enclosures (2)

MAILED

on 5/17/17 by sw

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