

February 13, 2017

Cathy Cook, Executive Officer
Sister Thea Bowman Catholic School
1217 Hattiesburg Street
Jackson, MS 39209

MAILED

on 2/14/17 by sw

Dear Ms. Cook:

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 January 9, 2017. 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

- The notification letter to the household was missing requirements:
 1. The Use of Information Statement.
 2. An approved non-discrimination statement.

Technical assistance provided that Richard B. Russell National School Act Use of Information Statement is required. Also informed the Director that an approved non-discrimination statement must be used. A copy of the current Eligibility Manual was provided.

Meal Pattern and Nutritional Quality---Site Review

National School Breakfast Program 1/10

- **Signage:** Signs were not posted that informed students what constitutes a reimbursable Breakfast meal. **Technical assistance** provided by giving examples of proper signage for Serve Only reimbursable breakfast meals.
- **Quantity:** Apple halves, 1/4 cup of fruit, were given instead of the required 1 cup of fruit per day. **Technical assistance** provided that with Serve Only, the student is required to take all 3 components in their full component value. 1 cup of fruit or vegetable is required. The school may consider implementing Offer vs. Serve because 1/2 cup of fruit/vegetable served is required when properly implemented. Adding a 100% fruit juice or vegetable juice to the Breakfast meal service may also be considered.

National School Lunch Program 1/11

- **Signage:** Signs were not posted that informed students what constitutes a reimbursable Lunch meal. **Technical assistance** provided by giving an example of proper signage for Serve Only lunch meals. Students are required to take all 5 components in their full component value.

General Program Compliance

- **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. Professional development manual provided.

Other Federal Program Reviews—After School Care Program (ASCP)

- No findings

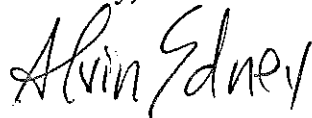
Procurement Plan

- The current Procurement Plan was outdated. **Technical assistance** provided by giving the current procurement requirements for non-food and non-perishable items.

I would like to thank Ms. Shea Goodman-Robinson, Child Nutrition Director as well as all staff for the excellent job they do in planning and providing reimbursable meals for the children at Sister Thea Bowman Catholic School. Ms. Goodman-Robinson does an excellent job at managing the Child Nutrition program and ensuring the children have nutritious meals.

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,



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

cc: File

Sr. Thea Bowman Catholic School

"Where Students Excel and Prophets are Formed"



*Shae Goodman-Robinson
Principal*

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

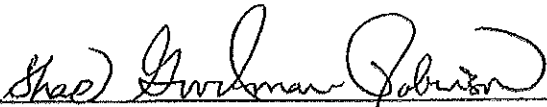
FROM: Shae Goodman-Robinson
Principal

DATE: March 9, 2017

RE: Administrative Review of NSLP and SBP

Please find attached the Corrective Action Plan in response to the Administrative Review of NSLP and SBP Child Nutrition Programs at Sister Thea Bowman School. The attached Corrective Action Plan lists the steps we plan to take to correct and ensure compliance in the areas outlined in the inspection review.

If further information is needed, please contact me at (601) 352-5441.


Shae Goodman-Robinson
Sister Thea Bowman Catholic School

**CORRECTIVE ACTION PLAN
SISTER THEA BOWMAN CATHOLIC SCHOOL
ADMINISTRATIVE REVIEW OF NSLP AND SBP
REVIEW MONTH: JANUARY 2017**

Finding #1: MEAL ACCESS AND REIMBURSEMENT- VERIFICATION

- **Reviewer Audit:** Notification letter to household was missing requirements:
 - Use of Information Statement
 - An approved non-discrimination statement
- **Corrective Action:** The staff made the necessary corrections to the letter based on the technical assistance provided by the school support division for the Richard B. Russell National School Act Use of Information.
- **Note:** We will make sure that the correct use of information is included in future correspondence to parents as well as, an approved non-discrimination statement to correct this issue.

Finding #2: National School Breakfast Program

- **Reviewer Audit: SIGNAGE:** It was reported that signs were not posted to inform students of what constitutes a reimbursable meal.
 - **Corrective Action:** Technical assistance was provided by providing the school examples of the proper signage that can be used.
 - **Note:** We have placed the proper signage throughout the cafeteria and at the entrance of the cafeteria line. Also, we have included the information on our breakfast menu to correct this issue.
-
- **Reviewer Audit: QUANTITY:** The day that was audited-- fresh apple halves were served which is only ¼ cup of fruit.
 - **Corrective Action:** It was reported that the apple half did not equal 1 cup of fruit that is required each day. Technical assistance was provided concerning options on how to ensure that the required 1 cup of fruit per day is met when serving fruit: whole, diced, or halves.
 - **Note:** We have decided to add a 100% fruit or vegetable juice (along with the served fruit) during the Breakfast meal service when needed to meet the 1 cup of fruit/vegetable required per day to correct this issue.

Finding #3: NATIONAL SCHOOL LUNCH PROGRAM

- **Reviewer Audit: SIGNAGE:** It was reported that signs were not posted to inform students of what constitutes a reimbursable meal.
- **Corrective Action:** Technical assistance was given by providing the school with examples of proper signage that can be used to promote a reimbursable meal.

- **Note:** We have placed the proper signage throughout the cafeteria and at the entrance of the cafeteria line to correct this issue. Also, we have included the information on our lunch menu to correct this issue.

Finding #4: GENERAL COMPLIANCE

- **Reviewer Audit: PROFESSIONAL DEVELOPMENT:** Training was documented, but each person's individual training was not being tracked.
- **Corrective Action:** We have provided individual Professional Development Sheets to be used for each staff member when professional development training has been completed to correct this issue.

Finding #5: PROCUREMENT PLAN

- **Reviewer Audit:** The current procurement plan was outdated.
- **Corrective Action:** Technical assistance was given by providing the most current procurement requirements.
- **Note:** We revised the procurement plan with the most current procurement requirements and the amended procurement plan was approved by the School's Advisory Council Board.



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Office of Child Nutrition
Scott Clements
Director

June 27, 2017

Cathy Cook, Executive Officer
Sister Thea Bowman Catholic School
1217 Hattiesburg Street
Jackson, MS 39209

Dear Ms. Cook:

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 6 / 27 / 17 by sw

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