



April 18, 2017

St. Alphonsus School
Dr. Pamela Rogers, Principal
504 Jackson Ave
Ocean Springs, MS 39564

MAILED

on 4/19/17 by sw

Dear Dr. Rogers:

The State Agency completed an Administrative Review of your organization's 2016-2017 National School Lunch Program (NSLP) during the week of March 20, 2017. The findings of the review are as follows:

Certification and Benefits Issuance

- The School Food Authority is utilizing an outdated benefit issuance document that does not contain current required data.
- The School Food Authority did not conduct Direct Certification for the school year 2016-2017.

Verification

- The School Food Authority did not complete a confirmation review.
- The School Food Authority is utilizing outdated verification letters.

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.
- The nutritional analysis conducted for one (1) week during the February review month identified the calories and saturated fat as being above the weekly requirements for the age/grade group.
- 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 has no current procurement plan on file.

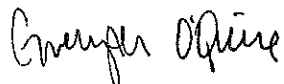
Resource Management

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

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.

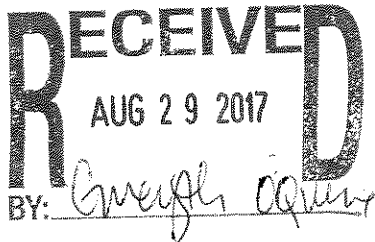
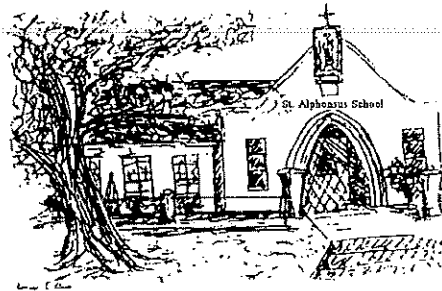
In addition, I would like to commend the Food Service Director and staff on a professionally operated program.

Sincerely,



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

St. Alphonsus Catholic School
504 Jackson Avenue
Ocean Springs, MS 39564
(228) 875-5329



St. Alphonsus Catholic School

Action Plan

Benefits and Issuance

- New benefit issuance documentation information has been received. SFA will include new updated document in registration packets for 2017-2018.
- Direct Certification will be completed for school year 2017-2018.

Verification

- SFA will complete review for school year 2017-2018.
- New benefit issuance documentation information has been received. SFA will include new updated document in registration packets for 2017-2018.

Meal Counting and Claiming

- SFA will complete daily and monthly edit checks.

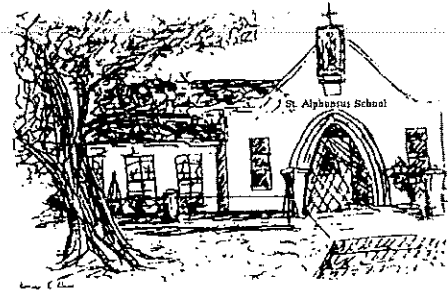
Nutritional Quality and Meal Pattern

- SFA updated all daily menus to include the weekly grain requirement.
- We currently do not have a nutritional program with hopes to purchase one in the future, SFA will closely check daily, weekly, and monthly counts.
- SFA will follow Mississippi Recipes for Success as written.

General Compliance

- All required elements are now in the HACCP.
- The non-discrimination statement has been added to all monthly menus. The school web site is under construction, and the statement will be included upon completion.
- The Local Wellness Policy has been revised based on Vision 2015.
- SFA developed a new instrument to better track employee food safety training hours.
- SFA has completed procurement plan and has it on file.

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Resource Management

- SFA completed PLE tool for school year 2017-2018 and it is on file.



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Office of Child Nutrition
Scott Clements
Director

FILE

May 16, 2018

Pamela Rogers, Principal
St. Alphonsus School
504 Jackson Ave
Ocean Springs, MS 39564

MAILED

on 5/16/18 by sw

Dear Dr. Rogers:

Your response to the findings of our Administrative Review of your 2016-2017 National School Lunch Program (NSLP) has been received and accepted in the Mississippi Application and Reimbursement System (MARS). We are closing the file on this review.

If you have any questions concerning this review or need assistance, please call Mary Burks or me at (601) 576-4955. Thank you for your continued support of the Child Nutrition Programs.

Sincerely,

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

cc: File NSLP (AR) 2018

This institution is an equal opportunity provider.

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