

May 12, 2017

Winona School District
Dr. Teresa Jackson, Superintendent
301 Fairground Street
Winona, MS 38967

MAILED
Revised
on 5/12/17 by sw

Dear Dr. Jackson:

The State Agency recently completed an Administrative Review of your district's National School Lunch Program (NSLP) and School Breakfast Program (SBP). 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---Certification and Benefit Issuance

- 1 application had an incorrect determination and benefit issuance. The application was determined to be free status and should have been reduced status based on the income information provided. **Technical assistance** was provided that all income determinations should be checked for accuracy. Determination will need to be corrected in the system.
- 3 applications did not have the last 4 digits of the applicants' Social Security number. **Technical assistance** provided that the last 4 digits of the applicants' Social Security number must be provided unless it is indicated that the applicant does not have a Social Security number.

Site Visit-

Meal Pattern and Nutritional Quality----Winona Elementary

National School Lunch Program--3/29/2017

- **Offer versus Serve signage (OVS):** Signage did not state the requirement to pick up at least 1/2 cup of fruit or vegetable with a reimbursable meal. **Technical assistance** provided that lunch OVS signage must reflect the requirement that each reimbursable meal have at least 1/2 cup of fruit or vegetable.

School Breakfast Program--3/30/2017

- **Offer versus Serve signage:** Signage did not state the requirement to pick up at least 1/2 cup of fruit or vegetable with a reimbursable meal. **Technical assistance** provided that lunch OVS signage must reflect the requirement that each reimbursable meal have at least 1/2 cup of fruit or vegetable.

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General Program Compliance

- **School Food Authority (SFA) On-site monitoring:** On-site monitoring was not conducted for Winona Elementary School or Winona High School. **Technical assistance** was provided that beginning School Year 2016-2017, every school year, **each SFA with more than one school** must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h).
- **Smart Snacks:** Snacks sold at Winona High School were not compliant with USDA regulations for snacks sold to children during the school day. **Technical assistance** was provided that snacks sold to children must be compliant. Smart Snacks regulations and resources provided.
- **Professional Development:** Training records available, but 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. The professional development manual was provided.

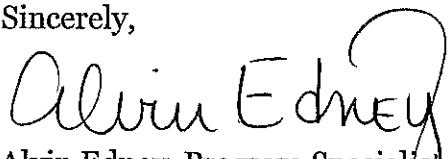
Other Federal Programs

- **Afterschool Care Program (ASCP):** Reviews for the ASCP were not conducted. **Technical assistance** was provided that the SFA must review each after school care snack site two times per school year. The first review is to be conducted during the first four weeks of the snack program's operation.

I would like to thank Ms. Patty Day, Child Nutrition Director as well as all staff for the excellent job they do in planning and providing reimbursable meals for the children of the Winona School District.

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 call Ginger Gibson or me at (601) 576-4955.

Sincerely,



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

cc: File

June 5, 2017

Winona School District

Department of Child Nutrition

Patty Day, Director

311 Fairground Street

Winona, MS 38967

Dear Mr. Edney:

We received the results of the Administrative Review that was recently conducted of our district's National School Lunch Program. The actions our district took to make corrections based on the guidance provided to us by our reviewers are as follows:

Meal Access-

- Regarding the application that was reviewed and found to have determined an incorrect eligibility for a student, we found that we had misread the income frequency provided on the application at the original time of processing. After this inaccuracy was pointed out to us by our reviewers, we corrected the application in our software to reflect the correct information, and the student's status was adjusted accordingly.

Social Security Number Requirement-

- During our review, there were three applications that were found to be lacking the last four digits of the parent or guardian's Social Security number. While processing applications, we were unaware that the Social Security number was a requirement for the applications, but instead thought

that it was an encouraged, but optional piece of information to provide. Upon learning that the last four digits of the Social Security number of the individual completing the application are in fact required to be present on applications, we will take measures to ensure that all applications have this required information in the future, unless the person completing the application indicates that they do not have a Social Security number, as we have now been instructed.

Site Visit-

- It was brought to our attention during our review that our cafeterias were lacking proper signage to indicate that students should pick up at least half a cup of a fruit or vegetable with their reimbursable meal. We have now added signage to both cafeterias indicating that half a cup of a fruit or vegetable is required to be picked up with each reimbursable meal.

General Program Compliance-

- At the time of our review, we had not yet conducted the on- site monitoring that is required once every school year. After our review, an on-site review was conducted at both schools.

Smart Snacks-

- During our review we were informed that the snacks being sold by Winona High School were not compliant with the USDA regulations for snacks sold to children during the school day. After learning this information, we informed Mr. Charlie Parkerson, Principal of Winona Secondary School, that the snacks being sold to the students were not in compliance with Smart Snack guidelines. We suggested a different selection of snacks for the 2017-

2018 school year, and we stressed and explained to him the importance of Smart Snacks meeting USDA guidelines.

Professional Development-

- The training records for staff were available during our review, but we had not been tracking individual training of staff members. We have now made training logs to track all training hours of individual employees of the Child Nutrition Program, which will be kept and filed in the Child Nutrition office.

Afterschool Care Program (ASCP)-

- We had not conducted the required reviews for the ASCP at the time of our review, but two reviews of the ASCP will be conducted by SFA during the 2017-2018 school year.

We would like to express our gratitude to all members of the Office of Child Nutrition staff who participated in the Administrative Review of our district, and who continually provide the guidance and support our district needs in order to continue to be successful in our participation in the National School Lunch Program. We thank you sincerely for all of your help and for everything you do for Winona Public School District and all of the children that we have the pleasure of serving.

Sincerely,

A handwritten signature in cursive script that reads "Patty Day".

Patty Day, Child Nutrition Director

Winona Public School District



Office of Child Nutrition
Scott Clements
Director

June 27, 2017

Dr. Teresa Jackson, Superintendent
Winona School District
301 Fairground Street
Winona, MS 38967

Dear Dr. Jackson:

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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