



May 3, 2018

Jackson Public School District
Ms. Sharolyn Miller, Chief Financial Officer
P. O. Box 2338
Jackson, MS 39225

MAILED

on 5/4/18 by sw

Dear Ms. Miller:

The State Agency completed an Administrative Review of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) during the week of March 19, 2018. The regulations governing the Administrative Review (7CFR 210.18) reference two Critical Areas of Performance: Performance Standard 1 and Performance Standard 2, as well as several General Areas of Review. The findings are described below:

General Program Compliance

- The District tracker tool that is utilized for Professional Development was missing the required data: 1. Date hired 2. Duties/Responsibilities 3. Full time/Part time 4. Title/Position 5. Professional Standards Category. The SFA is not tracking training hours for individual employees in the Child Nutrition Department. (Regulation 7 CFR 210.30).

Performance Standard 1

- The SFA miscalculated the final claim for reimbursement with the National School Lunch Program for the month of February. The SFA had a underclaim for the Power APAC site. The State Agency (SA) counted 2713, the SFA claimed 2603.
- The SFA miscalculated the final claim for reimbursement with the After-School Snack Program for the month of February.

The SFA had an overclaim for the following sites:		
Davis Magnet	SFA claimed 1060	SA counted 1054
Galloway	SFA claimed 1259	SA counted 1248
Dawson	SFA claimed 1536	SA counted 1522
The SFA had a underclaim for the following sites:		
Brown	SFA claimed 766	SA counted 767
Chastain	SFA claimed 120	SA counted 225
Oak Forest	SFA claimed 161	SA counted 191
McWillie	SFA claimed 1511	SA counted 1513
(Regulation 7 CFR 210.8)		

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We provided technical assistance (TA) in several areas to the Child Nutrition Director. These comments are located in the Mississippi Application and Reimbursement System (MARS), in the comments section of the On-site Assessment Tool. These comments are provided for the improvement of the program operations.

A corrective action response to the findings of this review is due by May 31, 2018. Your corrective action response must be entered in MARS by the Child Nutrition Director.

If you have questions, please email me at rmiller@mdek12.org or call Mary Burks or me at (601) 576-4955.

Sincerely,



Rodney Miller, Program Specialist
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2018

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EDUCATION

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FILE

Office of Child Nutrition
Scott Clements
Director

June 22, 2018

Jackson Public School District
Ms. Sharolyn Miller, Chief Financial Officer
P. O. Box 2338
Jackson, MS 39225

MAILED

on 6/22/18 by sw

Dear Ms. Miller:

Your response to the findings of our Administrative Review of your 2017-2018 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, please contact Mary Burks or me at (601) 576-4955.

Sincerely,


Rodney Miller, NSLP Program Specialist
Division of School Support

rgm

cc: File NSLP (AR) 2018

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