



**FILE**

April 6, 2018

Tammy Fairburn, Superintendent  
Lawrence County School District  
346 Thomas E. Jolly Drive  
Monitcello, MS 39654

**MAILED**

on 4 / 9 / 18 by sw

Dear Ms. Fairburn:

The State Agency completed an Administrative Review of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) during the week of March 26, 2018. The regulations governing the Administrative Review (7 CFR 210.18) reference two Critical Areas of performance: Performance Standard 1 and Performance Standard 2, as well as several General Areas of Review. Findings were identified and are described below.

**Meal Access and Reimbursement**

- During the review of verification, the notification of an adverse action omitted the change in status for denied children (7 CFR 245.6(a)). This was corrected on site by sending a revised letter.
- During the review of the certification and benefit issuance documents, there were two (2) applications without a social security number (SSN) and/or checkmark for no SSN. Also, there were two (2) applications without a signature, repeat finding. This was corrected on site (Eligibility Manual for School Meals, 2017-2018).

**Meal Pattern and Nutritional Quality**

- The Planning and Production Book did not record the correct contribution of some menu items (7 CFR 210.10 and 7 CFR 220.8 or 7 CFR 220.3).
- Observed three (3) children with a milk allergen provided juice, repeat finding (7 CFR 210.10).

**Resource Management**

- There is no board approved charge policy (Unpaid Meal Charges).
- Revenue contract with Five County Head Start does not separate pricing for adults versus children. Also, the meal and snack prices are priced below the current reimbursement rates.

**General Program Compliance**

- The current non-discrimination statement is not used on menus and other program materials (FNS Instruction 113-1). This was corrected on site.

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- Temperature logs for refrigeration missing the recording time. Temperature logs for cooking missing on Feb 1-2, 19-23 and 26-28, 2018. Temperature logs missing recordings for milk cooler and dry storage area. Also, there were no hot holding temperatures recorded after being checked (7 CFR 210.13 (C)).
- Update food safety requirements and ensure that it is site specific (7 CFR 210.13 (c)) and (HACCP Principles 2005).
- Observed less than 50% of healthy items located in the teachers' lounge (Beverage Regulations in MS Schools).
- The Local School Wellness Policy assessment was not conducted (Local School Wellness Policy 2015).
- Individual tracking of professional standards training not in place (7 CFR 210.30).

### **Other Federal Program Reviews**

- N/A

### **Reviewer Comments:**

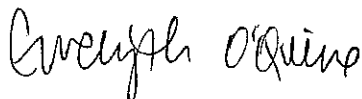
- The dining and kitchen areas are very clean.
- The Director and staff were a pleasure to visit with and very attentive to detail.
- The children were well mannered.
- The review site Monticello Elementary School lighting in the freezer is of low watts. When personnel are maneuvering in the freezer, they must be able to see clearly. Also, the freezer has a significant leak with ice build-up on the floor.

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

The Child Nutrition Director must provide in MARS a corrective action response to the findings of this review by May 8, 2018.

If you should have any questions, please email me at [GOQUINE@mdek12.org](mailto:GOQUINE@mdek12.org) or call Mary Burks or me at (601) 576-4955.

Sincerely,



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

cc: File NSLP (AR) 2018

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**FILE**

Office of Child Nutrition  
**Scott Clements**  
Director

May 15, 2018

Tammy Fairburn, Superintendent  
Lawrence County School District  
346 Thomas E. Jolly Drive  
Monitcello, MS 39654

**MAILED**

on 5/15/18 by sw

Dear Ms. Fairburn:

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 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,

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

cc: File NSLP (AR) 2018

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