



FILE

January 22, 2018

Specialized Treatment Facility
Anatasia Miller, Superintendent
14426 James Bond Rd
Gulfport, MS 39503

Certified
MAILED

on 1/23/18 by sw

Dear Ms. Miller:

The State Agency completed an Administrative Review of the National School Lunch Program (NSLP), School Breakfast Program (SBP) and After School Care Program (ASCP) during the week of December 18, 2017. 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

- Meal counting and claiming procedures were not met (Guidance for Residential Child Care Institutions in the School Meal Programs). Calculations were based on the census count for the month multiplied by the number of claiming days. This site has elected not to claim meals on weekends.

Overclaim calculation for November 2017:

Lunch

SFA count (952 meals x \$3.31) = \$3,151.12

SA count (845 meals x \$3.31) = \$2,796.95

\$ 354.17 (overclaim)

Breakfast

SFA count (952 meals x \$2.09) = \$1,989.68

SA count (872 meals x \$2.09) = \$1,822.48

\$ 167.20 (overclaim)

Afterschool

SFA count (715 snacks x \$0.88) = \$629.20

SA count (637 snacks x \$0.88) = \$560.56

\$ 68.64 (overclaim)

Total overclaim is \$590.01.

This institution is an equal opportunity provider.

Meal Pattern and Nutritional Quality

- The 9-12 age/grade Lunch Nutritional Analysis daily calorie requirement was not met during the review week, for one day (7 CFR 210.10(f) and 7 CFR 220.8 (f)).
- The 9-12 age/grade Lunch and Breakfast Nutritional Analysis weekly sodium requirement was over during the review week (7 CFR 210.10(f)(3) and 7 CFR 220.9(f) (3)).
- The 9-12 age/grade Lunch and Breakfast Nutritional Analysis weekly grain minimum requirement was not met during the review week (7 CFR 220 and 7 CFR 210).
- During the review period, the planned menu was not followed (7 CFR 220.8).
- During the on-site lunch review, one (1) child was provided salt in the Willow Pod. In addition, two (2) children were provided sugar in the Dogwood Pod (7 CFR 210.10 (f)).

Resource Management

- An adult price lunch and breakfast are lower than the amount received for a free child's reimbursement rate (7 CFR 210.6 and 220.6).

General Program Compliance

- There was no copy of written procedures to process complaints (FNS 113-1).
- The Non-discrimination statement was not printed on menus (FNS 113-1).
- Local Wellness Policy assessment not conducted (Local School Wellness Policy (May 2015)).
- Local Wellness Policy needs to be updated and missing the following requirement (Local School Wellness Policy (May 2015)):
 - Health Education
 - Family Engagement and Community Involvement
- Food Safety Plan missing the following (HACCP Manual June 2005):
 - Sample Procedure for Handling Leftovers
 - Menu Items Sorted
 - Record Keeping Examples
- Planning and Production Record did not indicate the correct contribution of food items (7 CFR 210.23(c)).
- Reviewed temperature logs did not include all times that temperatures were taken and listing food items (7 CFR 210.13 (c)).

Other Federal Program Reviews

- Afterschool snack program was monitored on August 1, 2017. Per current school year calendar, the first day of school was August 3, 2017 (7 CFR 210).

Reviewer Comments:

- The kitchen was very clean.
- Observed teamwork amongst cafeteria staff.

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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 February 25, 2018.

Therefore, in accordance with the criteria as established in the regulations, a total of \$590.01 is assessed. The State Agency has elected to disregard the overclaim as it falls below the threshold of \$600.00 established by U.S. Department of Agriculture (USDA). A disregard is only allowed once per Federal fiscal year for any review or activity. Pursuant to regulations, an organization has the right to appeal a monetary assessment imposed pursuant to this section of the regulations. Any appeal of a monetary assessment must be filed with the State Agency within 15 calendar days of receipt of this letter (see attached appeals policy).

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

Sincerely,



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

cc: File NSLP (AR) 2018
attachment

This institution is an equal opportunity provider.

School Food Authority Appeal Steps and/or Possibilities

The Appeal Process is limited to two areas:

1. The denial of all or part of a Claim for Reimbursement, and
2. Withholding of payments resulting from a review required under Federal Regulations 210.18.

State Agencies are authorized to use their own appeal procedures provided the same procedures are applied to all appellants in the State and the procedures meet the following requirements:

1. Appellants are assured of a fair and impartial hearing before an independent official at which they may be represented by legal counsel.
2. Decisions are rendered in a timely manner not to exceed 120 days from the date of the receipt of the request for a review.
3. Appellants are afforded the right to either a review of the record with the right to file written information, or a hearing which they may attend in person.
4. Adequate notice is given of the time, date, place and procedures of the hearing.

If the State Agency has not established its own procedures or if the State Agency established procedures do not meet these criteria, then the State Agency is required to follow the minimum procedures as follows:

1. The written request for a review shall be postmarked within fifteen (15) calendar days of the date the appellant received the notice of the denial of all or part of a Claim for Reimbursement or withholding payment, and the State Agency shall acknowledge the receipt of the request for appeal within ten (10) calendar days.
2. The appellant may refute the action specified in the notice in person and by written documentation to the review official. In order to be considered, written documentation must be filed with the review official not later than thirty (30) calendar days after the appellant received the notice. The appellant may retain legal counsel, or may be represented by another person. A hearing shall be held by the review official in addition to, or in lieu of, a review of written information submitted by the appellant only if the appellant so specifies in the letter of request for review. Failure of the appellant School Food Authority's representative to appear at a scheduled hearing shall constitute the appellant School Food Authority's waiver of the right to a personal appearance before the review official, unless the review official agrees to reschedule the hearing. A representative of the State Agency shall be allowed to attend the

hearing to respond to the appellant's testimony and to answer questions posed by the review official.

3. If the appellant has requested a hearing, the appellant and the State Agency shall be provided with at least ten (10) calendar days advance written notice, sent by certified mail, return receipt requested, of the time, and place of the hearing.
4. Any information on which the State Agency's action was based shall be available to the appellant for inspection from the date of receipt or the request for review.
5. The review official shall be an independent and impartial official other than, and not accountable to, any person authorized to make decisions that are subject to appeal under the provisions of this section.
6. The review official shall make a determination based on information provided by the State Agency and the appellant, and on Program regulations.
7. Within sixty (60) calendar days of the State Agency's receipt of the request for review, by written notice sent by certified mail, return receipt requested, the review official shall inform the State Agency and the appellant of the determination of the review official. The final determination shall take effect upon receipt of the written notice of the final decision by the School Food Authority.
8. The State Agency's action shall remain in effect during the appeal process.
9. The determination by the review official is the final administrative determination to be afforded to the appellant.

School Food Authority Appeal of FNS Findings

If the School Food Authority wished to appeal any FNS findings or have any questions concerning any or all findings, please contact Scott Clements at (601) 576-4984 or Technical Assistance at (601) 576-5000.

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Specialized Treatment Facility
14426 James Bond Road
Gulfport, MS 39503

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Mrs. Anastasia Miller, Program Director
 Specialized Treatment Facility
 14426 James Bond Road
 Gulfport, MS 39503



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FILE

Office of Child Nutrition
Scott Clements
Director

March 7, 2018

Specialized Treatment Facility
Anatasia Miller, Superintendent
14426 James Bond Rd
Gulfport, MS 39503

MAILED
on 3/7/18 by sw

Dear Ms. Miller:

Your response to the findings of our Administrative Review of your 2017-2018 National School Lunch Program (NSLP), School Breakfast Program (SBP) and Afterschool Care Program (ASCP) 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,

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

cc: File NSLP (AR) 2018

This institution is an equal opportunity provider.

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