

FILE

Office of Child Nutrition
Scott Clements
Director

February 6, 2019

MAILED

Dr. Timothy Martin, Superintendent
Clinton Public School District
201 Easthaven Drive
P.O. Box 300
Clinton, MS 39060

on 2 / 8 / 19 by sw

Dear Dr. Martin:

The State Agency (SA) completed an Administrative Review of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Afterschool Care Program (ASCP) during the week of January 21, 2019. 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. Over the course of the Review, **three (3) findings were identified** and are described below. All findings were corrected while the Reviewer was on site.

Certification and Benefit Issuance (Performance Standard 1)

- A household application's eligibility status was incorrectly determined as free when it should have been Reduced. One child was discovered through the Certification and Benefit Issuance review, and a second student was listed on the household application (Regulation 7 CFR 245.3). **On-site response:** The SFA drafted and mailed a letter informing the family of the reduction of benefits. The error was due to manual data entry. In the future, a second party check will be instituted to ensure accuracy. The SA accepts the response to the finding. No further action is necessary.

Verification (General Areas of Review)

- The Richard B. Russell National School Lunch Act statement was not on the verification letters that were sent to households [Regulation 7 CFR 245.6(a)]. The software generated letter was not updated. **Onsite response:** The SFA corrected the letter in the software. A yearly check will be done to ensure that any information generated by the software is up to date. The SA accepts the response to the finding. No further action is necessary.

Civil Rights (General Areas of Review)

- Program materials, generated by the District's software, used an incorrect non-discrimination statement. FNS Instruction 113-1 requires the most current and applicable non-discrimination statement to be used on program materials.

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Onsite response: Ms. Hicks corrected the full non-discrimination statement on the materials generated by the software. A yearly check will be done to ensure that any information generated by the software is up to date. The SA accepts the response to the finding. No further action is necessary.

We provided technical assistance in several areas; those comments are in the State Agency software program, Mississippi Application and Reimbursement System (MARS).

The SA would like to commend the SFA because the Child Nutrition Director, the Assistant Director, and their staff were a pleasure to visit and were very attentive to details. The records were in order. The dining and kitchen areas are very clean. Teamwork was observed amongst the staff. The Director does an exceptional job of coordinating the operation of the Child Nutrition program.

Sincerely,

A handwritten signature in cursive script that reads "Alvin Edney".

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

cc: File NSLP (AR) 2018

 **FILE**

Office of Child Nutrition
Scott Clements
Director

February 12, 2019

MAILED

Dr. Timothy Martin, Superintendent
Clinton Public School District
201 Easthaven Drive
P.O. Box 300
Clinton, MS 39060

on 2/14/19 by sw

Dear Dr. Martin:

The State Agency completed an Administrative Review of the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) during the week of January 21, 2019. The response to the findings of our Administrative Review 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,



Alvin Edney, 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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