

May 20, 2019

Gulfport Separate School District
Mr. Glen East, Superintendent
2014 Pass Road
Gulfport, MS 39501

Dear Mr. East:

The State Agency (SA) completed an Administrative Review of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) during the week of March 13, 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, **five (4) findings were identified**, including one (1) finding related to Performance Standard 1 and one (1) finding related to Performance Standard 2. However, the SA is pleased to report that **none of the findings have resulted in fiscal action**. All findings identified over the course of the review are described below.

Performance Standard 2 (Meal Pattern and Nutritional Quality)

- The Central Elementary School Site does not have a good system of monitoring Offer versus Serve (OVS) at breakfast. Specifically, teachers monitoring the line are not well trained on OVS Requirements. The Reviewer noted five (5) non-reimbursable meals move past a teacher/monitor. All meals were corrected immediately by the Reviewer and did not result in any non-reimbursable meals. It should be noted that child nutrition staff in the cafeteria have no issue with OVS and seem to be very well-trained. If teachers are going to serve as monitors, they should receive more training on OVS. Or the site should rely on child nutrition staff to monitor trays for OVS compliance (7 CFR 220.8 (e)). In order to document corrective action, the SFA must produce written procedures and a memo to prevent teachers from helping the cafeteria staff.

Performance Standard 1 (Meal Access and Reimbursement)

- An accurate Point of Sale (POS) meal count is not being obtained. The Central Elementary School Site is utilizing an alternative POS system that has not been approved by the SA. Specifically, there is no POS system utilized in the cafeteria. A combination of servers and teachers are watching students as they go through the line; however, teachers do not seem to be well trained on OVS requirements. After the service is over, teachers will provide a roster of who has eaten breakfast. This is not an accurate system to ensure the accuracy of counts or whether meals served are reimbursable (210.7 (c) (2)). In order to document corrective action, the SFA must produce written procedures detailing the meal counting system to be implemented and followed. Additionally, any alternative to a traditional POS system must be approved by the SA prior to implementation.

This institution is an equal opportunity provider.

General Program Compliance (General Areas of Review)

- During the review of the freezer and cooler at Central Elementary, the Reviewer noted that ice build-up in the freezer is dropping from the ceiling onto the floor creating a slip hazard (7 CFR 210.13(c)). The SFA spoke with maintenance to fix the issue; however, in order to document corrective action, the SFA must provide pictures and work order to the SA indicating that the issue has been resolved.
- In accordance with 7 CFR 210.14(b). SFAs should limit its net cash resources to an amount that does not exceed three months average expenditures. The Reviewer noted that the SFA has an excess balance. The SFA should expend these excess funds in a way that improves the child nutrition program. The SFA has already submitted a spend down plan to the SA. No further action is necessary at this time, however the SA may continue to monitor compliance with the spend down plan.

A corrective action response to the findings of this review is required by **June 15, 2019**. The Child Nutrition Director (CND) must provide this corrective action response through the Mississippi Application and Reimbursement System (MARS).

In addition to the Review, the SA provided technical assistance (TA) in several areas to the CND. These comments are located in MARS, specifically in the comments section of the On-site Assessment Tool. These comments are provided for the improvement of the program operations.

The SA would like to commend the CND and SFA Staff for their efficiency and timeliness in producing required documentation, which was well kept and in excellent order, enabling the reviewer to complete the review in a timely fashion. The reviewer also noted that the sites were very clean and that staff exhibited politeness, generosity, and worked well as a team which made time spent in the district enjoyable.

If you have any questions about this review or would like to request additional assistance, please email me at ccrawford@mdek12.org, or call Mary Burks or me at (601) 576-4955.

Sincerely,

Original Signed

Charles Crawford, Program Specialist
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019

June 3, 2019

Gulfport Seperate School District
Mr. Glen East, Superintendent
2014 Pass Road
Gulfport, MS 39502

Dear Mr. East:

Your response to the findings of our Administrative Review of your 2018-2019 National School Lunch Program (NSLP), School Breakfast Program (SBP), After School Care Snack Program (ASCP), and Fresh Fruit & Vegetable Program (FFVP) 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,

Original Signed

Charles Crawford, Program Specialist
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019

This institution is an equal opportunity provider.

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