



February 8, 2019

Lauderdale County School District
Dr. Cain, Superintendent
301 46th Court
Meridian, MS 39205-2812

MAILED

on 2 / 8 / 19 by sw

Dear Dr. Cain:

The State Agency (SA) completed an Administrative Review of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) during the week of January 28, 2019. The regulations governing the Administrative Review (7 CFR 210.18) require the SA to review two Critical Areas of performance: Performance Standard 1 (Meal Access and Reimbursement) and Performance Standard 2 (Meal Pattern and Nutritional Quality). The Review additionally covers several General Areas of Review. Over the course of the SA review, **ten (10) total findings were identified**. The SA is pleased to report that **none of the findings have resulted in fiscal action**. The findings which were identified are described below.

General Program Compliance (General Areas of Review)

- According to FNS 113-1, program materials should utilize the correct non-discrimination statement. The Reviewer noted that some of the follow-up letters sent to families during Verification requesting additional income information did not contain the non-discrimination statement. The letter template was corrected while the Reviewer was on site. No further action is necessary.
- According to FNS 113-1, program materials should utilize the correct non-discrimination statement. The Reviewer noted that the incorrect (short version) non-discrimination statement is present on menus. This issue was corrected on Site. No further action is necessary.
- According to SP 46-2016 and SP 29-2017, SFAs should communicate meal charge policies. The Reviewer noted that the SFA does not have a published charge policy. In order to document corrective action, the District must develop, publish, and implement a charge policy which should be submitted in the Mississippi Application and Reimbursement System (MARS) by March 5, 2019.
- According to 7 CFR 210.8 (a), the SFA should establish internal controls to ensure the accuracy of monthly claims for reimbursement. The Reviewer noted an error in the December 2018 claim that resulted in an underclaim of \$120,672.53. The district submitted a corrected claim while the Reviewer was on site. In order to document corrective action, the SFA must develop a plan to improve internal controls and second party checks for monthly claims submitted in the future. The plan should be submitted in MARS by March 5, 2019.

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- According to 7 CFR 210.14 (b), the SFA should limit net cash resources to an amount that does not exceed 3 months average operating expenses. In order to document corrective action, the District must develop a plan to reduce the excess balance and improve meal service operations. This corrective action plan should be submitted in MARS by March 5, 2019.
- According to the Mississippi Competitive Food Rule 17.2, no food items should be sold on the school campus for one (1) hour before the start of any meal services period. While at Southeast Elem/High School, the reviewer observed a sign on the vending machines stating that machines will be cut off between 11:25 and 12:50, which is non-compliant because lunch periods start at 10:40 (elementary) and 11:25 (high school). In order to document corrective action, the SA suggests that the SFA correct the shut-off time for the vending machines and submit documentation in MARS by March 5, 2019.
- According to 7 CFR 210.11, all competitive foods sold to students during the school day must be Smart Snack Compliant. While on site at Southeast Elementary/High School, the Reviewer noted that The Powerade beverages sold in the vending machine were not Smart Snack Compliant, as indicated by the sticker on the outside of the machine. While the Reviewer was on site, the LEA submitted documentation from the Healthy Alliance Product Calculator indicating compliance for items in the vending machines. No Further Action is necessary.
- According to 7 CFR 210.13 (d), SFA storage facilities should safeguard against spoilage. While on site at Southeast Lauderdale Elementary/High School, the Reviewer noted that the FIFO (First In, First Out) method of inventory management is not being utilized to rotate stock. In order to document corrective action, the SFA should provide training to staff regarding proper stock rotation and submit a training sign-in sheet in MARS by March 5, 2019.
- According to 7 CFR 220.8 (o), breakfasts served to Pre-K students that are not co-mingled with other age groups, must follow the Pre-K Meal Pattern. While on site at West Lauderdale Elementary, the Reviewer observed a class of Pre-K students that were not co-mingled with the elementary students during breakfast, although they were co-mingled at lunch. The Pre-K students were not served the Pre-K meal pattern, and staff were unaware of the requirements of the Pre-K Meal Pattern. Of specific concern, Pre-K students had access to flavored milk, sugary pastries, and sugary cereals. In order to document corrective action, the District must either co-mingle the students or correctly implement the Pre-K Meal pattern through meal planning and staff training. The SFA should submit documentation of corrective action by March 5, 2019.
- According to 7 CFR 210.13, SFAs must develop and implement a food safety plan. While on site at West Lauderdale Elementary and Southeast Lauderdale Elementary/HS, Reviewers noted that the SFA's written Food Safety plan is not implemented in accordance with the District's published HACCP-Based SOP's-Personal Hygiene Section Pg. 1, which states that employees must "wear suitable and effective hair restraints while in the kitchen." The Reviewer observed that none of the staff were wearing hair/beard nets. In order to document corrective action, the SFA must train staff on proper hair restraints and/or conduct on-site monitoring visits to ensure compliance. Documentation must be submitted in MARS by March 5, 2019.

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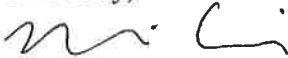
During the course of the review, the SA Reviewer provided Technical Assistance (TA) in several areas to the Child Nutrition Director (CND). TA is documented in MARS, specifically in the comment section of the On-site Assessment Tool. TA is provided for the improvement of the program operations and is not considered a finding.

The SFA's response to all areas requiring corrective action must be entered into MARS by the Child Nutrition Director by **March 5, 2019**.

The SA would like to commend the SFA staff for being extremely accommodating and well-organized. The sites observed were clean and inviting, and it is obvious that food service workers have established a positive rapport with the students. It was also noted that despite challenges such as menu changes and being short-staffed, the staff pulled together and worked effectively as a team.

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

Sincerely,



Marianna Chauvin, Assistant Director of School Support
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2018

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 **FILE**

Office of Child Nutrition
Scott Clements
Director

March 8, 2018

Lauderdale County School District
Dr. John-Mark Cain, Superintendent
301 46th Court
Meridian, MS 39205-2812

MAILED
on 3 / 11 / 19 by sw

Dear Dr. Cain:

Your response to the findings of our Administrative Review of your 2018-2019 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,



Marianna Chauvin, Assistant Director of School Support
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019

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