

 **FILE**

Office of Child Nutrition
Scott Clements
Director

February 1, 2019

Madison County School District
Kimber Halliburton, Superintendent
476 Highland Colony Parkway
Ridgeland, MS 39157

MAILED
on 2/4/19 by sw

Dear Mrs. Halliburton:

The State Agency completed an Administrative Review of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) during the week of January 14, 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 (5) findings were identified, including one (1) finding regarding Performance Standard 1.** However, the State Agency (SA) is pleased to report that **no fiscal action is being assessed.** The findings which were identified are described below.

Certification and Benefit Issuance (Performance Standard 1)

- During the review of meal applications, a total of one (1) meal application had an error in which three (3) students were incorrectly determined as eligible for reduced meals when they should have been determined as eligible for free meals. This issue was corrected on site; the Child Nutrition Director changed the eligibility status. No further action is necessary (7 CFR 245.6).

General Program Compliance

- Determination letters that were sent to families had the incorrect non-discrimination statement. This issue was corrected on site. No further action is necessary (7 CFR 245.6(a)).
- Nutritional information for products sold in the three (3) vending machines at the Velma Jackson High School campus was not available to the Reviewer. The Reviewer could not validate that all products were Smart Snack compliant (7 CFR 210.11). The LEA/SFA must submit documentation that all items vended to students during the school day are Smart Snack compliant. The date for the completion of corrective action is February 18, 2019.
- While conducting an on-site review at Velma Jackson High School, the Reviewer noted that a meal was served to the school resource officer free of charge. This issue was corrected on site by the resource officer paying for his meal. No further action necessary. (Section 210.6 and 220.6)

This institution is an equal opportunity provider.

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Resource Management

- The Reviewer noted 2 invoices over \$5,000 that did not have any quotes or procurement documents attached, which is in violation of the procurement plan that was put in place by the Child Nutrition Director and School Board earlier in the year. The reviewer also noticed other invoices that were not approved by either the Child Nutrition Director or the Business Manager. In order to document corrective action, the District must demonstrate that the FSMC (Chartwells) is following the procedures that were approved by the School Board in the procurement plan and show documentation that there is a sign-off on purchases. The date for the completion of corrective action is February 18, 2019. (2 CFR Part 200, Subpart D and USDA implementing regulations, 2 CFR part 400 and part 415, as applicable, and Mississippi State Law)

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

A corrective action response to the findings of this review is due by **February 18, 2019**. The corrective action response must be entered in MARS by the Child Nutrition Director. The SFA must provide written notification and supporting documentation to the SA certifying that it has completed the corrective action required for each finding, as well as corresponding dates of completion.

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

Sincerely,



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

cc: File NSLP (AR) 2019



 **FILE**

Office of Child Nutrition
Scott Clements
Director

March 20, 2019

MAILED

Madison County School District
Ms. Kimber Halliburton, Superintendent
476 Highland Colony Parkway
Ridgeland, MS 39157

on 3 / 22 / 19 by sw

Dear Ms. Halliburton:

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 with the exception of the questioned finding under General Compliance. Specifically, the District must demonstrate that the FSMC (Chartwells) is following the procedures that were approved by the School Board in the procurement plan. USDA is providing guidance on this matter, and until that time, the State Agency (SA) will keep this finding opened. Otherwise, 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,

Charles Crawford, Accountant/Auditor III
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019

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