

May 9, 2019

MS School for the Blind/MS School for the Deaf  
Mrs. Wendy Rogers, Superintendent  
1403 Eastover Dr.  
Jackson, MS 39211-0000

Dear Mrs. Rogers:

The State Agency (SA) completed an Administrative Review (AR) of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and After School Care Program (ASCP) during the week of April 15, 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, **six (6) 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 program menus included an incorrect (short) version of the non-discrimination statement. This issue was corrected on site. No further action is necessary.
- According to 7 CFR 210.30 (g), The SFA must document compliance with the professional development standards for all school food service staff. The Reviewer noted that the SFA is not tracking all of the USDA required elements for professional development. The Food Service Management Company (FSMC) has already submitted a plan to share Professional Development data with the SFA, however, the FSMC/SFA must still submit a current tracking document to the SA that includes all USDA required elements. An example of a tracking tool has been shared with the FSMC/SFA. The following corrective action should be taken by **June 3, 2019**: The SFA must implement a professional development tracking tool that includes all USDA required elements and submit a copy of 2018-2019 staff professional development to the SA.
- According to 7 CFR 220.8 (e), students are allowed to decline one (1) of four (4) food items provided that the students select at least  $\frac{1}{2}$  cup of the fruit requirement at breakfast. While on site in the Cafeteria, the Reviewer noted that the Cashier was unaware of breakfast requirements for Offer vs Serve (OVS) and

could not verbalize what constitutes a reimbursable meal to the Reviewer. The following corrective action should be taken by **June 3, 2019**: The SFA/FSMC should provide training to cashiers regarding OVS. In order to document corrective action, training agendas and sign in sheets should be sent to the SA.

- According to FNS 113-1, The SFA must prominently display the USDA “And Justice for All Poster” (AJFA) at the point of service delivery. While on site in the Cafeteria, the Reviewer noted that the FSMC had displayed an old version of the AJFA poster. This issue was corrected on site. No further action is necessary.
- According to 7 CFR 210.9 (c) (7), two (2) reviews of the ASCP are required, one (1) of which must be conducted within the first four (4) weeks of operation. The Reviewer noted that the Required on-site monitoring reviews of the ASCP were not conducted within the specified time frames. A copy of the SA-approved monitoring checklist was provided to the SFA. The following corrective action should be taken by **June 3, 2019**: The SFA should conduct monitoring visits of the FSMC/site using the SA-approved monitoring checklists for the ASCP. The SFA should also submit a corrective action plan to complete required monitoring within the first four (4) weeks of operation of the ASCP during the 2019-2020 SY.
- According to 7 CFR 210.13 (c) (2) (d), SFAs should ensure that facilities for the storage of food products should safeguard against theft, spoilage, and other loss. While on site at the Cafeteria, the reviewer noted storage violations including: improper implementation of First In First Out (FIFO) due to the fact that boxes were not labeled; significant ice build-up in the walk-in freezer; and a lack of internal thermometers in storage areas such as the cooler and freezer, forcing staff to rely instead on built-in, external thermometers. The following corrective action should be taken by **June 3, 2019**:
  - The FSMC should provide FIFO training to employees and submit documentation (training agendas and sign-in sheets) to the SA indicating that training has occurred.
  - The SFA/FSMC should fix the ice build-up in the freezer and submit documentation (a work order and/or invoice) to the SA indicating that the issue has been addressed.
  - The FSMC installed interior thermometers in the freezer, cooler, and storage rooms prior to the conclusion of the Review. No further action is necessary.

The SFA’s response to all areas requiring corrective action must be entered into the Mississippi Application and Reimbursement System (MARS) by the SFA by **June 3, 2019**.

In addition to conducting the AR, one of the functions of the SA is to provide Technical Assistance (TA). During the course of the Review, the SA Reviewer provided TA in several areas to the SFA. TA is documented in MARS, specifically in the “Technical Assistance” section of the “Compliance” Module. TA is provided for the improvement of the program operations and is not considered a finding.

The SA would like to commend the SFA for their dedication to providing not only nutritious, but appetizing meals to the students of the MSB/MSD. The Reviewer additionally noted that staff have established relationships with each student and are very attentive to their needs.

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

Sincerely,

**Original Signed**

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

cc: File NSLP (AR) 2019

June 5, 2019

MS School for the Blind/MS School for the Deaf  
Mrs. Wendy Rogers, Superintendent  
1403 Eastover Dr.  
Jackson, MS 39211-0000

Dear Mrs. Rogers:

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

**Original Signed**

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

cc: File NSLP (AR) 2019

*This institution is an equal opportunity provider.*

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