

March 21, 2019

Mr. Carl Meritt, Superintendent  
Poplarville Separate School District  
31 School Bus Circle  
Poplarville, MS 39470

Dear Mr. Meritt:

The State Agency (SA) completed an Administrative Review of the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) during the week of March 11, 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 SA Review, the following finding(s) were identified:

### **Certification and Benefit Issuance (Performance Standard 1)**

- **Direct Certification Notification:** The Direct Certification notification letter did not state that free meal benefits extend to all school-aged children in the household. The letter did not inform households of how to notify the Local Educational Agency (LEA) of additional school-aged children that are not listed as stated in 7 CFR 245.6(c)(6)(ii). The notification letter was **corrected on-site**. **No further action is necessary.** The SFSA made the additions to the Direct Certification notification letter and provided a copy to the State Agency (SA). The letter was updated in the Child Nutrition (CN) system and will be issued next school year when letters are mailed to households.

### **Meal components and quantities (Performance Standard 2)**

- **Signage:** While on site at Poplarville Lower Elementary School, the Reviewer noted that signage was not posted to identify a reimbursable breakfast meal. Regulation 7 CFR 220.8(a)(2) requires schools to identify reimbursable meals to students. The finding was **corrected on-site** by the School Food-service Administrator (SFSA) who submitting a picture of the corrected signage onsite. **No further action is necessary.** The State Agency (SA) provided samples of correct signage to assist the SFA.

### **Meal Components and Quantities (Performance Standard 2)**

- **Production Book:** Breakfast meals and lunch meals were not properly documented in the Production Book as required by 7 CFR 220.8(3) and 7 CFR 210.10(3). The Production Book was incomplete in some sections and entire days had not been completed. The Reviewer discussed with Ms. Seals the importance of checking the accuracy of the production book on a routine basis. Additional

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training required with managers about correct completion of the Production Book. The Production Book was **corrected on-site** based on data that was available in the system. Copies of the completed pages were made available to the SA. **No further action is necessary.**

Technical assistance (TA) was provided to the Child Nutrition Director regarding areas where program operations could be improved. These comments are located in MARS, in the Technical Assistance section of the Review Dashboard for the Administrative Review.

The SA would like to commend the Food Service Director, Ms. Seal and her staff as they do a great job of providing meals for the Poplarville Separate School District. Ms. Seal and staff are very organized, and the information was readily available for the review. Ms. Seal was very cooperative and understanding of the issues that were addressed during the review.

If you have any questions concerning this review or need additional assistance, please contact me at [aedney@mdek12.org](mailto:aedney@mdek12.org) or call Mary Burks or me at (601) 576-4955.

Sincerely,

**Original Signed**

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

cc: File