

April 24, 2019

St. Francis Assisi (Leflore)  
Mrs. Jackie Lewis, Principal  
2607 Hwy 82 East  
Greenwood, MS 38930-5966

Dear Mrs. Lewis:

The State Agency (SA) completed an Administrative Review (AR) of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) during the week of April 1, 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, **seven (7) findings were identified** and are described below:

### **Performance Standard 1**

- One application was approved by the School Food Authority (SFA) as free, however, the SA determined that it should have been reduced in accordance with 7 CFR 245.6. Five applications were missing Social Security Numbers as required on income benefit issuance document in accordance with 7 CFR 245.6 (6). The applications were corrected on site. No further corrective action is necessary.
- In accordance with 7 CFR 245.6, the letter for termination of benefits to households selected for verification did not contain a ten (10) day advance written notice. The SFA must submit a copy of the revised letter to the SA.
- In accordance with 7 CFR 245.6, the first letter to the household for notification of verification selection was missing a due date for responding back to the SFA; also missing was the contact information for the SFA. The SFA must submit a revised copy of the letter to the SA.
- In accordance with 7 CFR 245.6 (a), the SFA did not conduct a confirmation review as required by regulation. The SFA will need to conduct a confirmation review for the verification procedures for school year 2019-2020.
- SFA did not complete the edit check form in accordance with 7 CFR 210.8(3). The following data were missing: eligible students by category, school attendance factor, adjusted eligible, and potential excessive meals. The SFA must submit edit check documentation for the claim month April 2019.

*This institution is an equal opportunity provider.*

500 Greymont Avenue, Suite F  
P.O. Box 771  
Jackson, MS 39205-0771

Phone (601) 576-5000  
Fax (601) 354-7595  
[www.mde.k12.ms.us](http://www.mde.k12.ms.us)

## **General Program Compliance**

- The SFA did not make a public announcement of the availability of the NSLP and SBP as required in accordance with FNS 113-1. The SFA must submit a copy of the public release for the school year 2019-2020.
- In accordance with 7 CFR 210.13 (c), the SFA Food Safety Plan did not contain the following elements: Monitoring, Corrective Action, and Record Keeping. The SFA must revise the Food Safety Plan and submit a copy of the revision to the SA.

A corrective action response to the findings of this review is due by **May 17, 2019**. The corrective action response must be entered in the MS Application and Reimbursement System (MARS) by the Child Nutrition Director (CND).

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

The SA would like to commend Mrs. Lewis and the Child Nutrition staff for the great job that they do. The manager and assistant manager, Mrs. Alexander and Mrs. Brown, do a great job. They displayed teamwork, and the kitchen was very clean and organized. The staff were very friendly, courteous, and displayed positive interactions with students.

If you have questions, or would like to request additional assistance, please email me at [rmiller@mdek12.org](mailto:rmiller@mdek12.org) or call Mary Burks or me at (601) 576-4955.

Sincerely,

**Original Signed**

Rodney Miller, Program Specialist  
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019

*This institution is an equal opportunity provider.*

June 14, 2019

St. Francis Assisi (Leflore)  
Mrs. Jackie Lewis, Principal  
2607 Hwy 82 East  
Greenwood, MS 38930-5966

Dear Mrs. Lewis:

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. 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) 576-5000. Thank you for your continued support of the Child Nutrition Programs.

Sincerely,

**Original Signed**

Rodney Miller, NSLP Program Specialist  
Division of School Support, Office of Child Nutrition

rgm

cc: File NSLP (AR) 2019

*This institution is an equal opportunity provider.*

500 Greymont Avenue, Suite F  
P.O. Box 771  
Jackson, MS 39205-0771

Phone (601) 576-5000  
Fax (601) 354-7595  
[www.mde.k12.ms.us](http://www.mde.k12.ms.us)