

July 10, 2019

Unity MB Church of Elizabeth
Mrs. Aneshia McDaniel, Superintendent
185 Napanee Road
Leland, MS 38756-0917

Dear Mrs. McDaniel:

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 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, **five (5) total findings were identified, including two (2) relating to Performance Standard 1.** The SA is pleased to report that **none of the findings have resulted in fiscal action.** The findings which were identified are described below.

Certification and Benefit Issuance (Performance Standard 1)

- In accordance with 7 CFR 245.2, the Reviewer noted that the benefits of extended students were not met. In order to implement and document corrective action, the Child Nutrition Director (CND) must obtain access to the Direct Certification (DC) list. The CND must utilize the list to conduct routine matches and extend benefits to other children in the household. In order to document corrective action, the SFA must demonstrate to the SA that it has accessed the DC list.
- In accordance with 7 CFR 245.3, the SFA must utilize current eligibility guidelines to certify meal applications. The Reviewer noted that the SFA has not been following the correct guidelines. In order to implement and document corrective action, the SFA must submit a corrective action plan to the SA, indicating how it plans to implement appropriate eligibility guidelines to approve meal applications in the upcoming School Year.

General Compliance (General Areas of Review)

- According to 7 CFR 210.15, 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. An example of a tracking tool has been shared with

the SFA. The SFA must implement a professional development tracking tool that includes all USDA required elements and submit a copy of staff professional development to the SA.

- In accordance with 7 CFR 245.6(a), verification notification letters sent by the CND must contain specific information. The Reviewer noted that the letter sent to the household did not provide the household with a date by which the family must respond or face termination of benefits. In order to implement and document corrective action, the CND must revise the verification letter, submit the letter to the SA, and incorporate the correct letter into the software for future use.
- In accordance with 7 CFR 210.13, all SFAs must implement food safety guidelines. The Reviewer noted that the SFA had not implemented a site-specific food safety guidelines handbook. In order to implement and document corrective action, the SFA must adopt and distribute a copy of a food safety handbook and submit a copy to the SA.

The CND's response to all areas requiring corrective action must be entered into the Mississippi Application and Reimbursement System (MARS) by the Child Nutrition Director (CND) by **August 8, 2019**

In addition to conducting the AR, one of the functions of the SA is to provide Technical Assistance (TA). Over the course of the review, the SA Reviewer provided TA in several areas to the CND. 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 Ms. McDaniel & the Child Nutrition Director, Ms. Dallas for the efforts they have made to have a successful Child Nutrition Program, especially considering that Ms. McDaniel's is a new Director. Additionally, Ms. Dallas, does a wonderful job of coordinating her duties.

If you have any questions regarding this review, or if you would like to request additional assistance, please email me at bwilkerson@mdek12.org or call Mary Burks or me at (601) 576-5000.

Sincerely,

Original Signed

Bobby Wilkerson, Program Specialist
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019

This institution is an equal opportunity provider.

September 11, 2019

Unity MB Church of Elizabeth
Aneshia McDaniel, Superintendent
185 Napanee Rd.
Leland, MS 38756-0917

Dear Mrs. McDaniel:

Your response to the findings of our Administrative Review of your 2018-2019 National School Lunch Program (NSLP) and Breakfast program has been 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 additional 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

Bobby Wilkerson, Program Specialist
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019

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