

May 16, 2019

West Jasper Consolidated School District
Mr. Warren Woodrow, Superintendent
510 Highway 18 E
Bay Springs, MS 39422-0000

Dear Mr. Woodrow:

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 May 6-10, 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, **four (4) total findings were identified, including one (1) 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.

Meal Access and Reimbursement (Performance Standard 1)

- Three (3) applications were missing an adult Social Security Number as required on the income benefit issuance document in accordance to 7 CFR 245.6 (6). The applications were corrected on site. No further action is necessary.

General Program Compliance

- According to 7 CFR 210.14(b), the SFA should limit net cash resources to an amount that does not exceed three (3) months average operating expenses. In order to document corrective action, the District must develop a plan to reduce the excess balance and improve the meal service operations. This plan must be submitted by June 10, 2019.
- The SFA's District Food Safety Plan is missing the following element: menu items sorted in accordance with 7 CFR 210.13 (c). The SFA revised and updated the Food Safety Plan on site to include the missing element. No further action is necessary.
- According to 7 CFR 210.11, all items sold to students during the school day must be Smart Snack compliant. The Reviewer noted that the vending machines were non-compliant. Specifically, the SFA is vending non-compliant products (Smartfood White Cheddar Popcorn and Grandma's chocolate chip cookies) at the Elementary and High School grade level. In order to document corrective action, the school must submit documentation by June 10, 2019, indicating that only Smart Snack compliant products are available in the vending machines.

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The SFA'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 **June 10, 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 Technical Assistance (TA) in several areas to the CND. TA is documented in MARS, specifically in the comment section of the On-Site Assessment Tool. TA is provided for the improvement of the program operations and is not considered a finding.

I would like to commend Ms. Sandra Sims for her, "We can do it and we will make it through this attitude." She was very professional and worked very hard to provide everything that I requested. I appreciate her willingness to learn and get it right. Also, I would like to commend Mrs. Micah Jernigan and her staff for all their hard work at Bay Springs High School. The cafeteria was very organized, clean, and the staff works well together. It was obvious that the staff has a love for the students and their jobs. I would like to say, "Thank you."

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

Sincerely,

Chequetta Harper, Policy Analyst, Office of School Support
Mississippi Department of Education, Office of Child Nutrition

cc: File NSLP (AR) 2019

June 26, 2019

West Jasper Consolidated School District
Mr. Warren Woodrow, Superintendent
510 Highway 18 E
Bay Springs, MS 39422

Dear Mr. Woodrow:

The State Agency completed an Administrative Review of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) during the week of May 6, 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. 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, please contact Mary Burks or me at (601) 576-5000. Thank you for your continued support of the Child Nutrition programs.

Sincerely,

Chequetta Harper, NSLP Policy Analyst
Division of School Support

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