

May 21, 2019

Western Line School District
Mr. Lawrence Hudson, Superintendent
Hwy. 1, South
102 Maddox Road
Avon, MS 38723-0000

Dear Mr. Hudson:

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 29, 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** and are described below. The SA is pleased to report that **none of the findings have resulted in fiscal action**.

General Program Compliance (General Areas of Review)

- The School Food Authority (SFA) did not monitor the afterschool snack program as required, twice in the school year, one of which must occur within the first four (4) weeks of operation, in accordance with 7 CFR 210.10 (5). The SFA must complete the ASCP Reviews and forward a copy of the monitoring instrument to the SA. The SFA must also have a plan to conduct training in a timely manner should the district participate in the program in the 2019-2020 school year.
- The written food safety plan must contain all required elements in accordance with 7 CFR 210.13. The written food safety plan was missing the following elements: 1. Description and Program Overview; 2. Food Preparation Plan; 3. Monitoring; 4. Corrective Action; 5. Recording keeping; and 6. Review. The SFA must revise the Food Safety Plan to contain all required elements and submit a copy of the revision to the SA.
- The written food safety plan must be available at all sites in accordance with 7 CFR 210.13 (c). The SFA did not have a copy of the written food safety plan available at the review site Riverside as required. The SFA must have a copy of the Food Safety Plan at each school site and submit assurances that this has occurred to the SA.

This institution is an equal opportunity provider.

- The sponsor is not using the required non-discrimination statement in accordance with FNS Instruction 113-1. The SFA did not utilize the non-discrimination on the Child Nutrition webpage for the district as required. The SFA will need to utilize the non-discrimination on all program materials, including the district webpage.

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 20, 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.

Ms. Jones is very new to the job of Child Nutrition Director and has shown a strong interest in learning the rules and regulations required for the job. The management staff at the review site, Ms. Reiman and Ms. Turner, do a great job. The kitchen at the review site Riverside Attendance Center was very clean and organized. The staff was very friendly and courteous, and displayed positive interactions with students.

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

Sincerely,

Original Signed

Rodney Miller, NSLP Program Specialist
Mississippi Department of Education, Office of Child Nutrition

cc: File NSLP (AR) 2018

June 10, 2019

Western Line School District
Mr. Lawrence Hudson, Superintendent
Post Office Box 50
Avon, MS 38723

Dear Mr. Hudson:

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 or need additional assistance, please contact 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