

March 18, 2019

Wilkinson Co. Christian Academy
Mrs. Donna Loomis, Superintendent
2420 Hwy 61 South
Woodville, MS 39669

Dear Mrs. Loomis:

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 February 11-12, 2019 and March 12-13, 2019. The regulations governing the Administrative Review (7 CFR 210.18) reference two Critical Areas of performance: Performance Standard 1, as well as several General Areas of Review. Over the course of the review, **the State Agency identified two (2) findings related to Performance Standard 1 as well as one (1) finding related to General Areas of Review.** All findings are described below.

Meal Access and Reimbursement (Performance Standard 1)

- According to Regulation 7 CFR 245.6, the School Food Administrator (SFA) must document and retain written notification of household children who were denied benefits. The Reviewer noted that these records are not maintained. This will need to be completed for the next (2019-2020) school year. The SFA must submit a corrective action plan to the SA by April 22, 2019.
- According to Regulation 7 CFR 245.6, all applications should be approved or denied based on income eligibility guidelines. The Reviewer identified a household application that was approved as reduced based on income, when it should have been approved as free. The Reviewer also identified a household application that was approved as reduced based on income when it should have been approved as paid. In both situations, appropriate notices were mailed to parents regarding changes on February 25, 2019. Copies of these notices are retained on file. No further action is necessary.

General Program Compliance (General Areas of Review)

- According to FNS Instruction 113-1, all program materials must contain the correct non-discrimination statement. The Reviewer noted that the non-discrimination statement located on the menus was incorrect. The Child Nutrition Director corrected the Non-discrimination statement on-site during the review. No further action is necessary.

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A corrective action response to all findings must be entered in the Mississippi Application and Reimbursement System (MARS) by the Child Nutrition Director by **April 22, 2019**.

In addition to conducting the AR, the SA provided Technical Assistance (TA) in several areas to the Child Nutrition Director. These comments are provided for the improvement of program operations and are located in MARS, specifically in the comments section of the On-Site Assessment Tool.

The SA would like to commend Ms. Cynthia Wisner, Food Service Manager, as well as all staff for an excellent job they do in planning and providing reimbursable meals for the children of the Wilkinson County Christian Academy. Ms. Wisner does an excellent job with the Child Nutrition program and her dedication is appreciated.

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

Sincerely,

Original Signed

Veronica Bolls, Program Specialist
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2018

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