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VIA CERTIFIED MAIL

January 28, 2020

sy18-19 **MAILED**

on 1/28/20 by sw

Wilkinson County School District
Mr. Chavis Bradford, Superintendent
451 Main Street
Woodville, MS 39669

Dear Mr. Bradford:

This correspondence serves as your third notice as we have not yet received a response from our previous requests. Your immediate response to this issue is required.

The State Agency (SA) completed an Administrative Review of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) during the week of January 14, 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 review, **ten (10) findings were identified, including three (3) findings regarding Performance Standard 2. As a result of these findings, fiscal action is being assessed in the total amount of \$731.21.** The findings which were identified are described below.

Meal Pattern and Nutritional Quality (Performance Standard 2)

- Meal Components and Quantities (Breakfast) are not being met in accordance with [SP 10-2012 (v.9) and 7 CFR 210.10]. The State Reviewer noticed that on 12/5/18, the breakfast meal service was missing 1/2 cup of the required 1 cup minimum of fruit. The lacking component affected 257 meals served. The menu planner determines the components that should be produced in each meal, and the menu should be prepared with minimum quantities of required components. In order to remedy this deficiency, the menu planner should attend state training on production and menu planning. Additionally, fiscal action is being taken in the amount of \$548.15, which should be returned to the State Agency (SA).

Rate desc.	Rate	Meals Claimed	Meals Disallowed	Meal Total	Paid Amount	Disallowed Amount	Date
Breakfast Free Rate	2.14	3,506	256	3,250	\$7,502.84	\$547.84	12/5/18

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

Breakfast Paid Rate	.31	11	1	10	\$3.63	\$0.31	12/5/18
TOTAL DISALLOWED MEALS							\$548.15

- Meal Components and Quantities (Lunch) are not being met in accordance with 7 CFR 210.10. On January 22, 2019, the reviewer noticed that the lunch service line was short of the minimum requirement of 3/4 cup of vegetables. Only a half a cup was being offered to students. This deficiency was corrected by food service employees after 54 lunches were served. The menu planner determines the components that should be produced in each meal, and the menu should be prepared with minimum quantities of required components. In order to remedy this deficiency, the menu planner should attend state training on production and menu planning. Additionally, fiscal action is being taken in the amount of \$183.06, which should be returned to the SA.

Rate desc.	Rate	Meals Claimed	Meals Disallowed	Meals Allowed	Paid	Disallowed Amount	Date
Lunch Free Rate	3.39	274	54	220	\$928.86	\$183.06	1/22/19
TOTAL DISALLOWED MEALS							\$183.06

- Meal Components and Quantities (Lunch) are not met in accordance with 7 CFR 210.10.

The Reviewer noticed that 12 service days were missing from the production record at the site for the 2018 fall semester: 9/19; 10/3; 10/8; 10/10; 10/11; 10/12; 10/23; 10/26; 11/5; 11/7; 11/28; and 12/21. In order to document corrective action, the Food Service Director must produce a completed copy of the production record to the SA.

Resource Management (General Areas of Review)

- According to 7 CFR 210.14, the SFA should limit net cash resources to 3 months of operating expenses in the non-profit food service account. The Reviewer determined that the SFA has an excess balance. The SFA must produce a plan to spend down the excess balance and to improve food service operations. This plan must be submitted to the SA.

General Program Compliance (General Areas of Review)

- The SFA On-site Monitoring requirements are not met in accordance with 7 CFR 210.8. The SFA must complete monitoring reviews as required. In order to document corrective action, the SFA will conduct and submit copies of the required monitoring reviews, and produce a plan of action to ensure that future monitoring will be completed by February 1st each year. These documents must be submitted to the SA.

- Water requirements are not met in accordance with FNS memorandum SP-28-2011. William Winans Middle School did not provide free, potable water to the students for the lunch meal period. Staff explained to the Reviewer that students were lifting the top off of the container and throwing it on the floor which is why it was removed. In order to document corrective action, the Food Service director must retrain staff on the importance of the availability of water in addition to providing free, potable water to students during meal service. A sign-in sheet for the training, as well as documentation that a water container was purchased, or put in place is due to the SA.
- Professional Standards requirements are not met in accordance with 7 CFR 210.30. Professional development records are not being retained by the SFA, which precluded the Reviewer from determining if the minimum, yearly requirements for staff professional development are being met. In order to document corrective action, the SFA must complete staff development for all workers and utilize a tracking tool to retain documentation of training hours. The tracking tool and any agendas or sign-in sheets must be submitted to the SA.
- Food Safety requirements are not met in accordance with 7 CFR 210.13(a). Food stored in the freezer was not at least 6 inches from the wall or floor and was not properly marked for First In, First Out (FIFO). In order to document corrective action, the menu planner must rework the menus to help eliminate excess inventory so that the food and boxes can be off the floor and six inches away from the walls and ceilings. Pictures of the clean up should be taken and submitted to the SA.
- CEP claiming percentages did not have the documentation to support the data that was entered and submitted to the SA. In order to document corrective action, the SFA must resubmit the data for the following school year and the SA must conduct a site visit to validate the accuracy of the data [SP15-2016].
- An accurate POS meal count is not being obtained in accordance with 7 CFR 210.7. Rosters are not being kept on site. A counting and claiming system is in effect, but the Reviewer questions the accuracy of the system utilized. Rosters per class should be checked when the child comes through the line. Students are reading numbers to the Cashier who is manually recording them on paper. In order to document corrective action, a daily roster should be utilized to total and verify that daily meal counts are accurate, and an improvement plan should be sent to the SA.

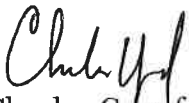
In accordance with the criteria established in the regulations, a total of **\$731.21** is being assessed. Pursuant to regulations, an organization has the right to appeal a monetary assessment imposed. Any appeal of a monetary assessment must be filed with the State Agency within 15 calendar days of receipt of this letter.

A corrective action response to the findings of this review was due by February 21, 2020. You must enter a response as soon as possible. Along with your response, please mail your check in the amount of **\$731.21**, payable to **State Treasury Account #3201**, to settle the overclaim amount.

In addition to the Review, the SA provided technical assistance (TA) in several areas to the Child Nutrition Director. These comments are located in the Mississippi Application and Reimbursement System (MARS), specifically in the comments section of the On-site Assessment Tool. These comments are provided for the improvement of the program operations.

If you have any questions, please email me at ccrawford@mdek12.org, or call Mary Burks or me at (601) 576-5000.

Sincerely,



Charles Crawford, Division Director II
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019

School Food Authority Appeal Steps and/or Possibilities

The Appeal Process is limited to two areas:

1. The denial of all or part of a Claim for Reimbursement, and
2. Withholding of payments resulting from a review required under Federal Regulations 210.18.

State Agencies are authorized to use their own appeal procedures provided the same procedures are applied to all appellants in the State and the procedures meet the following requirements:

1. Appellants are assured of a fair and impartial hearing before an independent official at which they may be represented by legal counsel.
2. Decisions are rendered in a timely manner not to exceed 120 days from the date of the receipt of the request for a review.
3. Appellants are afforded the right to either a review of the record with the right to file written information, or a hearing which they may attend in person.
4. Adequate notice is given of the time, date, place and procedures of the hearing.

If the State Agency has not established its own procedures or if the State Agency established procedures do not meet these criteria, then the State Agency is required to follow the minimum procedures as follows:

1. The written request for a review shall be postmarked within fifteen (15) calendar days of the date the appellant received the notice of the denial of all or part of a Claim for Reimbursement or withholding payment, and the State Agency shall acknowledge the receipt of the request for appeal within ten (10) calendar days.
2. The appellant may refute the action specified in the notice in person and by written documentation to the review official. In order to be considered, written documentation must be filed with the review official not later than thirty (30) calendar days after the appellant received the notice. The appellant may retain legal counsel, or may be represented by another person. A hearing shall be held by the review official in addition to, or in lieu of, a review of written information submitted by the appellant only if the appellant so specifies in the letter of request for review. Failure of the appellant School Food Authority's representative to appear at a scheduled hearing shall constitute the appellant School Food Authority's waiver of the right to a personal appearance before the review official, unless the review official agrees to reschedule the hearing. A representative of the State Agency shall be allowed to attend the hearing to respond to the appellant's testimony and to answer questions posed by the review official.

3. If the appellant has requested a hearing, the appellant and the State Agency shall be provided with at least ten (10) calendar days advance written notice, sent by certified mail, return receipt requested, of the time, and place of the hearing.
4. Any information on which the State Agency's action was based shall be available to the appellant for inspection from the date of receipt or the request for review.
5. The review official shall be an independent and impartial official other than, and not accountable to, any person authorized to make decisions that are subject to appeal under the provisions of this section.
6. The review official shall make a determination based on information provided by the State Agency and the appellant, and on Program regulations.
7. Within sixty (60) calendar days of the State Agency's receipt of the request for review, by written notice sent by certified mail, return receipt requested, the review official shall inform the State Agency and the appellant of the determination of the review official. The final determination shall take effect upon receipt of the written notice of the final decision by the School Food Authority.
8. The State Agency's action shall remain in effect during the appeal process.
9. The determination by the review official is the final administrative determination to be afforded to the appellant.

If the School Food Authority have any questions concerning any or all findings, please contact the School Support Helpdesk at (601) 576-4955.

All written requests for appeal should be addressed to:

Scott Clements, State Director
Office of Child Nutrition
P.O. Box 771
Jackson, MS 39205
(601) 576-4990



FILE COPY

Office of Child Nutrition
Scott Clements
Director

February 20, 2020

MAILED

Wilkinson County School District
Mr. Chavis L. Bradford, Superintendent
Post Office Box 1053
Woodville, MS 39669-0000

on 2 / 21 / 20 by sw

Dear Mr. Bradford:

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 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 assistance, please call Mary Burks or me at (601) 576-5000. Thank you for your continued support of the Child Nutrition Programs.

Sincerely,

Marianna Chauvin, Division Director II
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2018/19

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