

February 18, 2020

Attala County School District  
Mr. Kyle Hammond, Superintendent  
100 Courthouse Building  
Kosciusko, MS 39090

Dear Mr. Hammond:

The State Agency (SA) completed an Administrative Review (AR) of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Fresh Fruit and Vegetable Program (FFVP) during the week of February 3, 2020. 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, **three (3) total findings were identified**, including one (1) finding related 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.

#### **Performance Standard 1 (Meal Access and Reimbursement)**

- All meal applications must be correctly approved in accordance with 7 CFR 245.6. While reviewing meal applications, the Reviewer noted that the School Food Authority (SFA) made an incorrect eligibility determination. Specifically, an application that should have been free was determined as reduced. The SFA corrected the issue while the Reviewer was on site. In order to document on-going corrective action, the SFA must implement a Standard Operating Procedure (SOP) to conduct a second party check when confirming eligibility determinations. A copy of the SOP must be submitted to the SA by March 13, 2020.

#### **General Areas of Review**

- In accordance with 7 CFR 245.6a(f)(1), the Verification notification letter must contain certain key elements. The Reviewer noted that the Verification notification letter was missing the following required element: that the household was selected for verification. In order to document corrective action, the SFA must submit a copy of the revised template to the SA by March 13, 2020.
- In accordance with 7 CFR 245.6a(j), the Verification letter of adverse action must contain certain key elements. The Reviewer noted that the notice of adverse

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action was missing the following required element: the right to reapply at any time during the school year. In order to document corrective action, the SFA must submit a copy of the revised template to the SA by March 13, 2020.

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 **March 13, 2020**.

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 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 the staff of the SFA for their efficiency, organization, and professionalism. They have a genuine concern for providing the students with the best service possible.

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

Sincerely,

**Original Signed**

Jimmy May, Program Specialist  
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019/20

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February 14, 2020

Attala County School District  
Mr. Kyle Hammond, Superintendent  
100 Courthouse Building  
Kosciusko, MS 39090

Dear Mr. Hammond:

Your response to the findings of our Administrative Review of your 2019-2020 National School Lunch Program (NSLP), School Breakfast Program (SBP), and Fresh Fruit & Vegetable Program (FFVP) 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,

**Original Signed**

Jimmy May, Program Specialist  
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019/20

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