

December 5, 2019

Booneville School District
Dr. Todd English, Superintendent
201 North First Street
Booneville, MS 38829-0000

Dear Dr. English:

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 November 18, 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, **five (5) total findings were identified**. The SA is pleased to report that **none of the findings have resulted in fiscal action**. The findings which were identified are described below.

General Program Compliance (General Areas of Review)

- In accordance with 7 CFR 210.13(c)(2)(d), School Food Authorities (SFAs) should ensure that facilities for the storage of food products should safeguard against spoilage and other loss. During the on-site review of Anderson Elementary School, the Reviewer observed ice build-up in the freezer, which is not only a potential food contaminant, but a safety hazard. In order to demonstrate corrective action, the SFA must submit documentation (such as a maintenance order or invoice) to the SA indicating that the issue has been resolved by January 6, 2020.
- In accordance with USDA Memo SP 31-2008, FFVP participating schools are required to widely publicize the availability of free fresh fruits and vegetables within the school. During the on-site review of Anderson Elementary, the Reviewer did not observe any efforts to promote the FFVP. The manager indicated that signage posted at the beginning of the year had been damaged by students and removed. In order to demonstrate corrective action, the SFA should submit a promotion plan for the FFVP to the SA by January 6, 2020.
- In accordance with USDA Memo SP 39-2019, water made available to students in the NSLP or SBP cannot compete with the milk requirement. During the on-site review of Anderson Elementary, the Reviewer observed that the placement of water (which is not part of the reimbursable meal) on the serving line could be construed as competition for fluid milk. In order to implement corrective action, the SFA should move the water to an area where it would not be in competition with fluid milk, and provide signage indicating that it is for sale and not part of the reimbursable meal. Documentation of corrective action should be submitted to the SA by January 6, 2020.

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- In accordance with FNS 113-1, program materials must utilize the correct non-discrimination statement. The Reviewer noted that the incorrect non-discrimination statement was included on program materials including eligibility letters, verification letters, and meal applications. Additionally, the non-discrimination statement was not the correct font size. In order to document corrective action the SFA should provide corrected templates with the correct non-discrimination statement to the SA by January 6, 2020.
- In accordance with 7 CFR 210.30 (g), the SFA must document compliance with professional development standards for all school food service staff. The Reviewer noted that the SFA is currently utilizing the School Nutrition Association (SNA) tracking tool for professional development which is missing the following required elements: list of duties (which can be a separate addendum) and hire date. The issue was corrected on site, as such no further action is necessary.

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 **January 6, 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 SFA for being extremely organized and well-prepared for the review. It is very clear to the Reviewer that all members of the Staff, from the Child Nutrition Director to the frontline workers, are dedicated to doing their jobs well and creating a positive environment for students within the district. Special attention was given to everything in the cafeteria from the temperature logs to the OVS signage. The Reviewer was also impressed with the effort taken by the staff to decorate the cafeteria to make it more inviting and to promote the consumption of healthy foods.

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

Sincerely,

Original Signed

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

cc: File NSLP (AR) 2019/20

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January 16, 2020

Booneville School District
Dr. Todd English, Superintendent
201 North First Street
Booneville, MS 38829-0000

Dear Dr. English:

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 and 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

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

cc: File NSLP (AR) 2019/20

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