

January 30, 2020

Clarksdale Collegiate Public Charter School
Mrs. Amanda Johnson, Executive Director
1012 West 2nd Street
Clarksdale, MS 38614

Dear Mrs. Johnson:

The State Agency (SA) completed an Administrative Review (AR) of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and After School Care Program (ASCP) during the week of January 21, 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 relating to Performance Standard 1.** The findings which were identified are described below.

Performance Standard 1 (Meal Access and Reimbursement)

- The Reviewer noted that the SFA’s claim for reimbursement for the month of December 2019 was not correctly consolidated in accordance with 7 CFR 210.8 (2). The errors, which are described in the chart below, have resulted in a **negative adjustment of \$17.05**. Due to the fact that this amount falls below the disregard threshold established in federal regulation, **the SA will not seek to recoup these funds**. In order to demonstrate corrective action, the SFA must submit a corrective action plan to ensure the accuracy of future claims.

Clarksdale Collegiate – December 2019 NSLP Claim				
Lunch Meals Claimed	Lunch Meals Verified	Difference	Rate	Monetary Adjustment
3154	3149	-5	\$3.41	\$17.05

General Program Compliance (General Areas of Review)

- The SFA did not utilize the correct non-discrimination statement on the public release statement as required in accordance with FNS Instruction 113-1. In order to demonstrate corrective action, the SFA must revise the public release statement to contain the correct non-discrimination statement.

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- In accordance with 7 CFR 210.30, the professional standards tracking tool utilized by the SFA is required to contain certain key elements. The SA noted that the tracking tool currently utilized by the SFA is missing the following required elements: 1. List of Duties; 2. Employment Status; 3. Date of hire; and 4. Title/Position. In order to demonstrate corrective action, the SFA must revise the tracking tool to contain all required elements and submit a copy of the revision to the SA.

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 2, 2020**.

Pursuant to regulations, an organization has the right to appeal any monetary assessment imposed. Any appeal of a monetary assessment must be filed with the SA within fifteen (15) calendar days of receipt of this letter. Please refer to the enclosed copy of appeal procedures.

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 the cleanliness and organization of the kitchen. Furthermore, the Reviewer found that all files requested for the AR were very detailed and organized. The Principal, Mrs. Johnson, as well as the kitchen staff, were very friendly and helpful throughout this review process.

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

Sincerely,

Original Signed

Rodney Miller, NSLP Program Specialist
Office of Child Nutrition, School Support Division
cc: File NSLP (AR) 2019/20

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March 5, 2020

Clarksdale Collegiate
Mrs. Amanda Johnson, Executive Director
1012 West 2nd Street
Clarksdale, MS 38614

Dear Mrs. Johnson:

Your response to the findings of our Administrative Review of your 2019-2020 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,

Original Signed

Rodney Miller, NSLP Program Specialist
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019/20

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