

February 19, 2020

Columbus Municipal School District
Dr. Cherie Labat, Superintendent
2630 McArthur Drive
Columbus, MS 39705

Dear Dr. Labat:

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 February 10, 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, **five (5) total findings were identified** and are described below. The SA is pleased to report that **none of the findings have resulted in fiscal action.**

General Program Compliance (General Areas of Review)

- In accordance with 7 CFR 210.30, the School Food Authority's (SFA) tracking mechanism for professional development is required to contain certain key elements. The Reviewer noted that the tracking mechanism currently utilized by the SFA is missing the following required elements: brief list of core duties/responsibilities, status, hire date, and title. In order to document corrective action, SFA must revise the tracking mechanism and submit a copy to the SA.
- The public release statement issued by the SFA for the National School Lunch Program did not contain the correct non-discrimination statement as required in accordance with FNS Instruction 113-1. In order to document corrective action, the SFA must revise the public release statement for the 2020-2021 school year and submit a copy to the SA.
- In accordance with 7 CFR 210.8 (a) (1), the SFA must complete on-site monitoring of all school sites prior to February 1st of each School Year. The Reviewer noted that the on-site monitoring had not been completed for all sites. The SFA must complete the On-Site Reviews for the current school year (2019-2020) and submit copies of the review forms to the SA.

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- In accordance with 7 CFR 210.13 (c), the SFA's food safety plan is required to contain certain key elements. The Reviewer noted that the current version of the SFA's food safety plan is missing the following required elements: food preparation plan, menu items sorted, monitoring, corrective action, and recordkeeping and review. In order to document corrective action, the SFA must revise the food safety plan and submit a copy to the SA.
- In accordance with 7 CFR 210.10 (a) (2), the SFA is required to post signage indicating to students what constitutes a reimbursable meal for the breakfast and lunch meal at or near the beginning of the serving line. While on site at Columbus High School, the Reviewer noted that no such signage was posted. In order to document corrective action, the SFA must post the required signage and submit copies to the SA

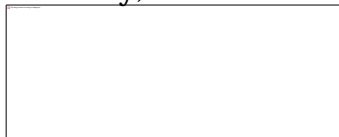
The SFA's response to all areas requiring corrective action must be entered into the Mississippi Application and Reimbursement System (MARS) by the Child Nutrition Director (CND) by **March 20, 2020**.

In addition to conducting the AR, one of the functions of the SA is to provide Technical Assistance (TA). During 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 at Fairview Elementary School; the Manager, Ashley Greer and her staff do a great job. Furthermore, the Child Nutrition Staff at the Central Office were also very friendly and were extremely helpful during the 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,



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

cc: File NSLP (AR) 2019/20

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VIA ELECTRONIC DELIVERY

April 14, 2020

Columbus Municipal School District
Dr. Cherie Labat, Superintendent
2630 McArthur Drive
Columbus, MS 39705
Labatc@columbuscityschools.org

Dear Dr. Labat:

Your response to the findings of our Administrative Review of your 2019-2020 National School Lunch Program (NSLP), School Breakfast Program (SBP), and After School Care Program (ASCP) has been received and accepted in the Mississippi Application and Reimbursement System (MARS). We are closing the file on this review. However, the School Food Authority (SFA) must continue to work with the State Agency (SA) to resolve the excess balance identified in the Non-Profit School Food Service Account.

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
Mia Johnson, Child Nutrition Director

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