

December 18, 2019

E. E. Roger's Seventh Day Adventist
Dr. Mae Henry, Superintendent
5125 B Robinson Road
Jackson, MS 39204

Dear Dr. Henry:

The State Agency (SA) completed an Administrative Review (AR) of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) during the week of December 16, 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, **three (3) total findings were identified, including one (1) finding relating 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)

- In accordance with 7 CFR 245.2, the SFA must ensure that meal applications include a social security number of an adult member of the family or an indication of no social security number. The reviewer noted that the School Food Authority (SFA) approved five (5) income applications that did not contain this required information. In order to document corrective action, the SFA must submit a plan to conduct a second party check of all meal applications to ensure completeness.

General Program Compliance (General Areas of Review)

- The SFA's Food Safety Plan is missing a required element in accordance with 7 CFR 210.13 (c). Specifically, the plan is missing a section regarding the review and revision of the food safety plan. In order to document corrective action, the SFA should submit a copy of the revised food safety plan to the SA.
- In accordance with 7 CFR 245.6a(e)(1), a confirmation review must be done by an individual other than the individual who made the initial eligibility determination as part of the verification process. The Reviewer noted that the SFA did not complete a confirmation review as part of the verification process. In order to

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document corrective action, the SFA must submit a plan to include confirmation reviews as part of the verification process in subsequent years.

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 18, 2020**.

In addition to conducting the AR, one of the functions of the SA is to provide Technical Assistance (TA). Over 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 State Agency would also like to commend all the staff at E. E. Rogers SDA for being very professional and courteous.

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

Sincerely,

Original Signed

Chequetta Harper, Policy Analyst
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019/20

January 21, 2020

E. E. Rogers Seventh Day Adventist School
Dr. Mae Henry, School Board Chair
5125 B Robinson Road
Jackson, MS 39204

Dear Dr. Henry:

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

Chequetta Harper, Policy Analyst
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019/20

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