

December 19, 2019

Greenwood Leflore Consolidated School District
Dr. Mary Brown, Superintendent
401 Howard Street
Greenwood, MS 38930

Dear Dr. Brown:

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 December 2, 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)

- The School Food Authority (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 document corrective action, the SFA must draft a version of the public release which includes all required elements.
- In accordance with 7 CFR 210.30, the SFA's Professional Standards tracking tool must contain certain required elements. The Reviewer noted that the current tracking tool is missing the following required elements: 1) List of Duties, and 2) Employment Status. In order to document corrective action, the SFA should provide an updated version of the tracking tool with all required elements.
- In accordance with 7 CFR 210.13 (c), the SFA's Food Safety Plan must contain certain required elements. The Reviewer noted that the current plan is missing the following elements: 1) Description of Program Overview and Facility, 2) Food Preparation Action Plan, 3) Monitoring, 4) Corrective Action, 5) Recordkeeping, and 6) Review and Revision of the food safety plan. In order to document corrective action, the SFA must submit a copy of the updated food safety plan to the SA.

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- While observing the after-school snack program at Greenwood High School, the Reviewer noted that the SFA did not have an “And Justice for All Poster” prominently displayed and visible to program participants as required by FNS Instruction 113-1. In order to document corrective action, the SFA must submit proof that the poster is clearly visible to program participants.
- In accordance with 7 CFR 210.13 (d), the SFA must ensure that the facilities for the storage of food should safeguard against spoilage and other loss. While on site at Amanda Elzy and Greenwood High, The SA observed that food stored in the freezers was not at least six (6) inches above the floor, which is a violation of the health code and a food safety concern. In order to document corrective action, the SFA should submit a plan to provide appropriate shelving and/or staff training to ensure that food is stored in a safe manner.

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 SA would like to commend the SFA on the Amanda Elzy High School site, as it was very clean and organized.

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, Program Specialist
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019/20

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February 4, 2020

Greenwood Leflore Consolidated School District
Dr. Mary Brown, Superintendent
401 Howard Street
Greenwood, MS 38930

Dear Dr. Brown:

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.

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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