

January 23, 2020

Marion County School District
Mrs. Wendy Bracey
1010 Highway 13 North
Columbia, MS 39429

Dear Mrs. Bracey:

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 January 13, 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, **four (4) 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 210.30 (g), the School Food Authority (SFA) is required to maintain a tracking tool for professional development on all Child Nutrition employees. The Reviewer noted that the tracking mechanism currently being utilized by the SFA is missing the following required elements: employee status (i.e. part-time or full-time), and a description of duties. In order to document corrective action, the SFA must revise the current tracking tool and submit a copy of revised tracking tool to the SA.
- 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 Food Safety Plan is missing the following required elements: 1. Description of the Program Overview and Facility; 2. Food Preparation Action Plan; 3. Monitoring; 4. Corrective Action; and 5. Recordkeeping. In order to document corrective action, the SFA must update the Food Safety plan to contain all the required elements and submit copy of revision to the SA.
- In accordance to 7 CFR 210.13 and the 2017 FDA Food Code, the SFA must store food a minimum of six (6) inches from the wall and floor. While on site at East Marion Attendance Center, the Reviewer noted that food was stored in a serving pan on the floor in the freezer. In order to implement corrective action, the SFA

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must reorganize the freezer and make sure that food is at least six (6) inches from the walls and floors.

- In accordance with 7 CFR 210.15 (b) (5), the SFA is required to maintain temperature logs for a period of six (6) months. While on site at East Marion Attendance Center, the Reviewer noted that the site has not maintained temperature logs for food throughout the critical control points of production. In order to implement corrective action, the SFA should provide staff training regarding the importance and proper maintenance of temperature logs. The SFA must also submit a week's worth of temperature logs to the SA to document corrective action.

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 **February 22, 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 staff at East Marion Attendance Center for their professionalism and courteousness.

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

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January 23, 2020

Marion County School District
Mrs. Wendy Bracey, Superintendent
1010 Highway 13 North
Columbia, MS 39429

Dear Mrs. Bracey:

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 Snack 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

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

cc: File NSLP (AR) 2019/20

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