

February 4, 2020

Webster County School District
Mr. Brian Jones, Superintendent
95 Clark Avenue
Eupora, MS 39744

Dear Mr. Jones:

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 27, 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, **two (2) 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 245.6a(e)(1), as part of the verification process, a confirmation review must be conducted by an individual other than the individual who made the initial eligibility determination prior to any other verification activity. A determining official must review each approved application selected for verification to ensure the initial determination was accurate. The Reviewer noted that no confirmation review was conducted or documented. In order to document corrective action, the SFA must submit a plan to conduct and document confirmation reviews for each application pulled as part of the Verification Sample in the future.
- In accordance with 7 CFR 210.30, the SFA Professional Standards tracking tool is required to contain certain key elements. The Reviewer noted that the SFA's current tracking tool is missing the following required element: list of duties for each employee. In order to document corrective action, the SFA must revise the current tracking tool to contain all required elements and submit a copy 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 3, 2020**.

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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 observed at East Webster Elementary; the staff were also very friendly and helpful. Additionally, all files requested for the Review were very detailed 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, NSLP Program Specialist
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019/20

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March 5, 2020

Webster County School District
Mr. Brian Jones, Superintendent
95 Clark Avenue
Eupora, MS 39744

Dear Mr. Jones:

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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