

VIA ELECTRONIC DELIVERY

May 10, 2021

Annunciation Catholic School
Joni House, Principal
223 North Browder Street
Columbus, MS 39702-0000
johouse@cableone.net

Dear Ms. House:

The State Agency (SA) has completed an Administrative Desk Review (AR) of the 2020-2021 Special Milk Program (SMP). 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.

Desk Review Findings

- In accordance with 7 CFR 215.10 (d), the SFA must maintain records to support the claim. The SA Reviewer noted that the SFA has an underclaim for the month of March 2021 totaling two hundred and forty eight (248) milks. In order to demonstrate corrective action, the SFA should implement a corrective action plan to ensure the accuracy of future claims. This could include a Standard Operating Procedure (SOP) for a second party check. The Sponsor may also submit a claim adjustment in MARS to recoup the underclaim.
- In accordance with 215.10 (d), the SFA must maintain records to support the claim. Furthermore, in accordance with 215.8 (b), only milks served to children are eligible for reimbursement. The Reviewer was unable to validate the accuracy of the claim for the review month due to a meal counting system that relies on inventory rather than a POS meal count. Furthermore, a calculation error (formula) in the SFA's consolidation spreadsheet does not appear to yield accurate claim information. In order to demonstrate corrective action, the SFA should institute a Point of Service (POS) Meal count system, rather than relying on an inventory system to ensure the accuracy of future claims; The SFA should also ensure that the spreadsheet is updated and fixed to yield accurate totals for the claim.

The SFA's response to all areas requiring corrective action must be entered into the Mississippi Application and Reimbursement System (MARS) by an authorized signatory on the Child Nutrition account by **June 10, 2021**. If an authorized signatory does not

have access to MARS, the Corrective Action Plan (CAP) must be submitted on district letterhead and signed by an authorized signatory.

The findings of this review may be appealed under federal regulations. If you wish to file an appeal, you must notify the SA within fifteen (15) calendar days of the receipt of the official findings letter which is forthcoming from the SA.

In addition to conducting the AR, one of the functions of the SA is to provide Technical Assistance (TA). During 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 for being extremely easy to work with, forthcoming, and always making themselves available to the reviewer for questions or clarification. The staff were very receptive to technical assistance and areas where they can improve. It is obvious that they are dedicated to continuous quality improvement.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Chauvin', with a stylized, cursive script.

Marianna Chauvin, Division Director II
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2020/21
LaTricia Bishop, Office Manager
Jennifer Schippel, Bookkeeper

This institution is an equal opportunity provider.

VIA ELECTRONIC DELIVERY

May 13, 2021

Annunciation Catholic School
Joni House, Principal
223 North Browder Street
Columbus, MS 39702-0000
johouse@cableone.net

Dear Ms. House:

Your response to the findings of our Administrative Desk Review (AR) of your 2020-2021 Special Milk Program (SMP) 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,



Marianna Chauvin, Division Director II
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2020/21
LaTricia Bishop, Office Manager
Jennifer Schippel, Bookkeeper

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