

January 13, 2022

Baldwyn Separate School District
Mr. Raymond Craven, Superintendent
107 West Main Street
Baldwyn, MS 38824-0000

Dear Mr. Craven:

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, 2021. An exit conference was conducted on January 12, 2022. The regulations governing the Administrative Review (7 CFR 210.18) require the SA to review two Critical Areas: 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, including three (3) relating to Performance Standard 2.** 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 2: Meal Pattern and Nutritional Quality

- In accordance with 7 CFR 210.10 (c), the SFA must serve meals that meet meal pattern requirements. The Reviewer noted that Vegetable substitutions are not made within the correct subgroup. In order to implement and demonstrate corrective action, the SFA must train staff on the vegetable subgroups and how to make appropriate substitutions if necessary. The SFA must provide the SA with a copy of the agenda and sign-in sheet for the training.
- In accordance with 7 CFR 210.10 (a)(3), SFAs must keep production records that indicate how the meals offered contribute to the meal pattern. The Reviewer noted that the manager is not completing the contribution column in the production book. In order to implement and demonstrate corrective action, the SFA must provide additional training to the manager and furthermore provide documentation of production records that have been completed correctly.
- In accordance with 7 CFR 210.10 (e), students must select reimbursable meals under the rules of OVS. The Reviewer noted that during the meal observation at Baldwyn Elementary, staff had difficulty understanding and verbalizing some of the key components of OVS, such as the fruit and veg requirements and whether or not trimmings counted. It should be noted that the Reviewer did not observe any non-reimbursable meals being served, despite this confusion. In order to implement and demonstrate corrective action, the SFA must train staff on OVS and provide the SA a copy of the training agenda and sign in sheet.

General Program Compliance

- In accordance 7 CFR 210.13 (c)(2)(d), the SFA shall ensure that storage facilities safeguard against theft, spoilage and other loss. The Reviewer noted that the site is not dating boxes in the freezer to allow for FIFO. The new manager also indicated that she has some boxes that predate her, and she has not gone through them. In order to implement and demonstrate corrective action, the SFA must conduct an inventory with the goal of reducing any excess or expired product. Furthermore, th SFA must train staff on FIFO and provide the SA a copy of the agenda and sign in sheet.

The School Food Authority (SFA) **must provide a corrective action response to all findings** of the Review by **February 14, 2022**. This response must be entered into the Mississippi Application and Reimbursement System (MARS) by an authorized signatory for the Child Nutrition Programs. If an authorized signatory is unable to access the Compliance module in MARS, the district must submit a corrective action plan on District letterhead that is signed by an authorized signatory.

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 CND for doing an excellent job with her on-site monitoring reviews. The SA also noted that the site staff went above and beyond to make the children feel welcome, from singing “Happy Birthday” to students to decorating the cafeteria festively for the Holidays.

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

Sincerely,



Chelsea Edwards, Program Specialist
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2021/2022
Brittini Barnes-Buchanan, CND

This institution is an equal opportunity provider.

February 23, 2022

Baldwyn Separate School District
Mr. Raymond Craven, Superintendent
107 West Main Street
Baldwyn, MS 38824-0000

Dear Mr. Craven:

Your response to the findings of our Administrative Review of your 2021-2022 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,



Chelsea Edwards, Program Specialist
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2021/22

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