

March 6, 2022

Claiborne County School District
Dr. Sanda Nash, Superintendent
404 Market Street
Port Gibson, MS 39150-0337

Dear Dr. Nash:

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 March 23, 2022. An exit conference was conducted on March 31, 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, **one (1) finding was identified relating to Performance Standard 1**. The SA is pleased to report that **this finding has not resulted in fiscal action**. The finding which was identified is described below.

Performance Standard 1: Meal Access and Reimbursement

- In accordance with 7 CFR 210.18 (g)(1)(ii), the school food authority shall establish internal controls which ensure the accuracy of meal counts prior to the submission of the monthly Claim for Reimbursement. The Reviewer noted that the SFA is using a paper tracking system for meal counts. The Reviewer questions if this method is the most accurate given the manner in which counts are recorded as a total rather than utilizing a check or tally system. Based on the meal observation, the SA has no reason to refute the accuracy of the claim submitted and will therefore not seek fiscal action in this matter. However, in order to ensure the accuracy of future claims, the SFA must submit a plan to return to a more accurate method of meal counting and recording, this could include utilization of the electronic POS.

The School Food Authority (SFA) **must provide a corrective action response to all findings** of the Review by **May 9, 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 commends the SFSA for accommodating the SA and providing whatever was requested in a timely manner. The reviewer observed how the manager and staff went above and beyond to make the children feel welcome. Took the time to ask each student in a delightful voice and attitude, "what would you like for me to serve you?" The corn cooked at A. W. Watson maintained a very bright color, which meant the food was not overcooked but cooked to perfection. We appreciate the cafeteria staff. Thank you for serving the Claiborne County School district students during this pandemic.

If you have any questions regarding this review or request additional assistance, please email me at mburks@mdek12.org or call Scott Clements or me at (601) 576-5000.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mary Burks', with a long horizontal flourish extending to the right.

Mary Burks, Director
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2021/2022
Ronda Stacker, Child Nutrition Director

This institution is an equal opportunity provider.

April 19, 2022

Claiborne County School District
Dr. Sanda Nash, Superintendent
404 Market Street
Port Gibson, MS 39150-0337

Dear Dr. Nash:

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 me or Scott Clements at (601) 576-5000. Thank you for your continued support of the Child Nutrition Programs.

Sincerely,



Mary Burks, Director
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2021/2022
Ronda Stacker, Child Nutrition Director

This institution is an equal opportunity provider.