

February 22, 2022

Pass Christian Separate School District  
Dr. Carla Evers, Superintendent  
6457 Kiln-DeLisle Road  
Pass Christian, MS 39571-0000

Dear Dr. Evers:

The State Agency (SA) completed an Administrative Review (AR) of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and After School Snack (ACSP) during the week of January 24 ,2022. An exit conference was conducted on February 10, 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 210.7(c)(1)(iv), the SFA must correctly record, consolidate, and report lunch and supplement counts on the claim for reimbursement. The Reviewer noted that the SFA submitted an over or underclaim for lunch and breakfast at all sites. Although there are claims issues, the meal counts balance out, canceling out any overall over or under claim for the month of December 2021. The SFA must submit a Corrective Action Plan (CAP) to ensure the accuracy of future claims; this could include a Standard Operating Procedure (SOP) for a second party check.

The School Food Authority (SFA) **must provide a corrective action response to all findings** of the Review by **March 24, 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 SFA on a job well done! The Director and Staff work very well together. The staff has built a rapport with students. They also demonstrate a sincere care and concern for the students. Keep up the Great Work!!

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

Sincerely,

A handwritten signature in black ink that reads "Jimmy May". The signature is written in a cursive style with a large, looping initial "J".

Jimmy May, Program Specialist  
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2021/2022  
Jessica Willis, Child Nutrition Director

*This institution is an equal opportunity provider.*

March 30, 2022

Pass Christian Separate School District  
Dr. Carla Evers, Superintendent  
6457 Kiln-DeLisle Road  
Pass Christian, MS 39571-000

Dear Dr. Evers:

Your response to the findings of our Administrative Review of your 2021-2022 National School Lunch Program (NSLP), School Breakfast Program (SBP), and After School Care 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,



Jimmy May, Program Specialist  
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2021/2022  
Jessica Willis, Child Nutrition Director

*This institution is an equal opportunity provider.*