

June 2, 2023

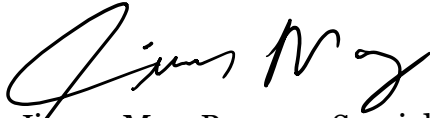
Holy Family School  
Ms. Phyllis Parker, Superintendent  
395 N. West Street  
Holly Springs, MS 38635-0000

Dear Ms. Parker:

Your response to the findings of our Administrative Review of your 2022-2023 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 Marianna Chauvin 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) 2022-2023  
Nicole Bowles, Child Nutrition Director

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April 11, 2023

Holy Family School  
Ms. Phyllis Parker, Principal  
395 N. West Street  
Holly Springs, MS 38635-0000

Dear Ms. Parker:

The State Agency (SA) completed an Administrative Review (AR) of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Afterschool Snack Program (ASCP) during the week of February 20, 2023. An exit conference was conducted on March 21, 2023. 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, **nine (9) total findings were identified, including five (5) relating to Performance Standards 1 and 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 1: Meal Access and Reimbursement**

- In Accordance to 7 CFR 245.6 (c)(6)(i), the LEA must notify the household of the children's eligibility and that letter must contain required elements. The reviewer noted that the SFA does not have letters that contain the required information for compliance with Civil Rights through USDA. The SFA must utilize the USDA template to assure that the necessary information is there.
- In Accordance to 7 CFR 245.6, the purpose of the application is to determine if a student's household is eligible for school meal benefits based on income or categorical eligibility. The reviewer noted that the SFA did not initially get clarification for applications with missing important information. In order to implement corrective action, the SFA must seek clarification on the applications to assure that names on the application coincide with the number of family members totaled on the application. The SA was able to verify that all eligibility determinations were processed correctly, however ambiguity could lead to mistakes.

- In accordance to 7 CFR 210.10 (a)(2), schools need to consider participation trends in an effort to provide one reimbursable lunch. The reviewer noted that the site prepares extra food to allow a second meal for students that want them at both Breakfast and Lunch. Even though the SFA states that they do not claim the second meal, they state that they intentionally prepare more for the purpose of having a second meal. In order to implement corrective action, the SFA must only prepare enough meals to accommodate the number of students in attendance.
- In accordance to 7 CFR 210.18(g)(1)(ii), the SFA shall maintain accurate records justifying all meals claimed. The Reviewer noted that the Sponsor submitted an under-claim for the month of January 2023. In order to implement corrective action, 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.

## **Performance Standard 2: Meal Pattern and Nutritional Quality**

- In accordance to 7 CFR 210.10(i) & 7 CFR 220.8(a)(1), school lunches and breakfasts offered to children age 5 or older must meet the meal requirements. The SFA's saturated fat was too high for lunch and calories were too low for breakfast. In order to implement corrective action, the SFA must rework and reanalyze the menu to make sure that the menus are compliant.

## **General Area of Review**

- In accordance to FNS 113-1 IX (A)(2)(3), the SFA must provide a public notification system, which includes program right and responsibilities, the policy of nondiscrimination, and procedures for filing a complaint. The reviewer noted that the SFA sent an email instead of a written letter that did not contain the necessary information required by USDA. In order to implement corrective action, the SA suggests the SFA utilize the USDA template to assure that the necessary information is there.
- In accordance to FNS 113-1 IX (A)(3), all information materials and sources must contain a non-discrimination statement. The reviewer noted that the SFA is missing the non-discrimination statement from certain documentation sent out to the public. In order to implement corrective action, the SA suggests the SFA utilize the non-discrimination statement on all documents issued to the public.
- In accordance to 7 CFR 210.9 (c)(7), the SFA must review each afterschool care program two times a year; the first review shall be made during the first four weeks that the school is in operation each school year. The reviewer noted that

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the SFA did not conduct on-site monitoring for the snack program during the first 4 weeks of operation. In order to implement corrective action, the SFA must submit a plan to conduct on-site monitoring during the first 4 weeks of the afterschool snack program.

- In accordance to 7 CFR 210.13(c)(2)(d), the SFA shall ensure that the necessary facilities for storage, preparation and service of food are maintained. The reviewer noted that the SFA had food items stored on the floor in the cooler and freezers. In order to implement corrective action, the SFA must provide training to all staff on food storage safety and usage practices. The SFA must provide a copy of the training agenda and sign-in sheet once training is completed.

The School Food Authority (SFA) **must provide a corrective action response to all findings** of the Review by **May 7, 2023**. 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 for serving appetizing food that encourages participation and the care that's given to students tastes and food acceptability. Also, the staff demonstrates sincere care and concern for students. Lastly, this reviewer is thankful for SFA/staff's responsiveness to requests for information.

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 Marianna Chauvin or me at (601) 576-5000.

Sincerely,



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

cc: File NSLP (AR) 2022/2023

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