

May 3, 2023

Monroe County School District  
Dr. Chad O'Brian, Superintendent  
1619 Hwy 25 North  
P.O. Box 209  
Amory, MS 38821-8865

Dear Dr. O'Brian:

Your response to the findings of our Administrative Review of your 2022-2023 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 Marianna Chauvin or me at (601) 576-5000. Thank you for your continued support of the Child Nutrition Programs.

Sincerely,



Natalie Smith, Program Specialist  
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2022-2023  
Christopher Davis, Child Nutrition Director

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February 6, 2023

Monroe County School District  
Dr. Chad O'Brian, Superintendent  
Post Office Box 209  
Amory, MS 38821

Dear Dr. O'Brian:

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 12, 2022. An exit conference was conducted on January 17, 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, **six (6) total findings were identified, including two (2) relating to Performance Standard 2.** The findings which were identified are described below.

#### **Performance Standard 1 (Meal Access and Reimbursement)**

- In accordance with 7 CFR 210.18 (g)(1)(ii), meal counts must be combined/recorded correctly. The Reviewer noted that the meal counting and claiming submission for the month of review at Hamilton School was entered inaccurately. The SFA corrected the error by submitting a claim adjustment prior to the end of the review. The SFA should implement corrective action by including a second party check in order to validate the accuracy of future claims.

#### **General Program Compliance (General Areas of Review)**

- In accordance with 7 CFR 210.10 (b) (1) (i), multiple menus must comply with the appropriate age/grade group. The Reviewer noted that the Pre-K meal pattern was being implemented incorrectly at lunch. The students were allowed to pick up chocolate milk, which is restricted in the Pre-K meal pattern. In order to demonstrate corrective action, the SFA must conduct staff training on the Pre-K meal pattern.
- In accordance with 7 CFR 210.30 (g), the SFA must track training on an annual basis. The Reviewer noted that the Professional Standards Training Tracking Tool does not indicate that the required professional standards have been met. Staff did not receive enough training hours. In addition, documentation of required trainings to be completed by the SFA has not been submitted. In order to demonstrate corrective action, the Tracking Tool should be revised. It is suggested that the SFA converts to the template provided by the SA. In order to demonstrate corrective action, the SFA must obtain the required training hours, as well as submit a plan to ensure all staff receive required training.

- In accordance with FNS 113-1, Section IX (B) (4), the SFA must include the required nondiscrimination statement on all appropriate FNS and agency publications, web sites, posters, and informational materials provided to the public. The Reviewer noted that an obsolete *And Justice For All* poster was displayed in the cafeteria. In order to demonstrate corrective action, the SFA must provide proof that the correct poster is on display.
- In accordance with 7 CFR 210.13(d), the SFA is required to ensure that facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The Reviewer noted that items were not at least 6 inches above the floor in the dry storage area. This is a violation of the state health code. In order to demonstrate corrective action, the SFA must conduct staff training on food safety.
- In accordance with 7 CFR 210.18(h)(1)(iv), the SFA must provide documentation to support indirect costs charged. The SFA did not submit required documentation for the administrative review in a timely manner. In order to demonstrate corrective action, the SFA must submit a plan to ensure all documents are submitted within the required time frame.

The School Food Authority (SFA) **must provide a corrective action response to all findings** of the Review by **March 8, 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 maintaining a well-organized and favorable environment. The meals were appealing and the staff was welcoming.

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

Sincerely,



Natalie Smith, Program Specialist  
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2022/2023

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