

September 19, 2023

Tupelo Public School District  
Dr. Rob Picou, Superintendent  
Post Office Box 557  
Tupelo, MS 38801-0000

Dear Dr. Picou,

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,



Gerardo Padilla, Director of Technical Assistance for School Support  
School Support Division  
Office of Child Nutrition

cc: File NSLP (AR) 2022-2023  
Cindy Moore, Child Nutrition Director

*This institution is an equal opportunity provider.*

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Tupelo Public School District  
Dr. Rob Picou, Superintendent  
Post Office Box 557  
Tupelo, MS 38801-0000

Dear Dr. Picou,

The State Agency (SA) completed an Administrative Review (AR) of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and After School Care Program (ASCP) during the week of March 17, 2023. An exit conference was conducted on May 08, 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, **one (1) finding was identified**. The SA is pleased to report that **this finding has not resulted in fiscal action**. The finding identified is described below.

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

- While on site at Lawndale Elementary, the SA observed a student take only a single grain item from the breakfast line, which did not constitute a reimbursable meal. The student did not go through the POS (which was not yet open). No CN staff members or teachers stopped the student from taking the item, nor was it recorded or purchased in any way. The student then exited the cafeteria and (to the best knowledge of the SA) got on a bus to another school. This was a violation of meal pattern, (7 CFR 220.8) the state prohibition against extra sales without a reimbursable meal (MDE Board Policy 17.2) and congregate meal requirements (42 U.S.C. 1753 (b)(1)(A)). Food items must be served as part of a reimbursable meal or be purchased; otherwise the provision of that food item constitutes an unallowable cost. The SA will not require fiscal action for this unallowable cost as it falls below the allowable disregard threshold. In order to implement corrective action, the SA suggests the SFA provide training to all CN staff and all teachers the following: students are not allowed to take items from the cafeteria, all students must go through the POS to ensure they have a reimbursable meal, single items or extra sales cannot be purchased without first purchasing a reimbursable meal (water/milk only exceptions), and students must consume meals in a congregate setting.

The School Food Authority (SFA) **has already provided a corrective action response to this finding**.

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 express profound gratitude for the remarkable work accomplished by you and your team in successfully managing a school meal program. We wholeheartedly commend your dedication to providing healthy and nourishing meals to the students in your district, recognizing the tremendous efforts you have put forth. Your unwavering commitment has ensured that students have access to meals that not only satisfy their taste buds but also meet the nutritional guidelines established by the USDA. Your meticulous attention to detail and willingness to go the extra mile in delivering a top-notch meal program is evident in the enthusiastic feedback received from students and faculty. Your hard work has made a significant difference in the lives of students within your district, and I am proud to acknowledge your exceptional efforts. Your leadership in operating an exemplary school meal program serves as an inspiration to others in the field, and I eagerly anticipate witnessing the continued positive impact you will bring in the future.

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

Sincerely,



Gerardo Padilla, Director of Technical Assistance for School Support  
School Support Division  
Office of Child Nutrition

cc: File NSLP (AR) 2022/2023  
Cindy Moore, Child Nutrition Director

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