

November 21, 2019

Jefferson County School District  
Dr. Adrian Hammitte, Superintendent  
942 Main Street  
Fayette, MS 39069

Dear Dr. Hammitte:

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 November 12, 2019. The regulations governing the Administrative Review (7 CFR 210.18) require the SA to review two Critical Areas of performance: 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, **four (4) findings were identified**. The SA is pleased to report that **none of the findings have resulted in fiscal action**. The findings which were identified are described below.

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

- In accordance with 7 CFR 210.30, the School Food Authority (SFA) is required to track the accrual of professional development hours for all Child Nutrition employees. The currently utilized SFA tracking tool is missing the following required elements: list of duties, date of hire, and employment status. In order to implement and document corrective action, the SFA must provide the SA with a completed tracking document that contains all required elements.
- In accordance with 7 CFR 210.23 (c), the SFA is required to maintain records for three (3) years plus the current year. The Reviewer noted that the SFA failed to meet this requirement. Specifically, the SFA did not have on-site reviews from the 2018-2019 school year. The SFA must submit a corrective action plan to maintain records in accordance with the regulation.
- In accordance with 7 CFR 210.15 (b) (5), the SFA must maintain temperature logs for all storage spaces. The reviewer noted that these temperature logs were not completed on the day of the Review. The SFA must submit a corrective action plan to maintain temperature logs in accordance with the regulation.

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- In accordance with 7 CFR 210.13 (c), the SFA's food safety plan must contain certain key elements. The Reviewer noted that the food safety plan did not contain all the elements as required by regulation. Specifically, the following elements are missing: documentation of menu items in the appropriate HACCP process safety category, and review/revision the overall food safety program.

The SFA's response to all areas requiring corrective action must be entered into the Mississippi Application and Reimbursement System (MARS) by the Child Nutrition Director (CND) by **December 21, 2019**.

In addition to conducting the AR, one of the functions of the SA is to provide Technical Assistance (TA). Over 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 Mrs. Turner and her staff on their professionalism and courteousness.

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

Sincerely,

**Original Signed**

Rodney Miller, Program Specialist  
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019/20

January 16, 2020

Jefferson County School District  
Dr. Adrian Hammitte, Superintendent  
942 Main Street  
Fayette, MS 39069

Dear Dr. Hammitte:

Your response to the findings of our Administrative Review of your 2019-2020 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 Mary Burks or me at (601) 576-5000. Thank you for your continued support of the Child Nutrition Programs.

Sincerely,

**Original Signed**

Rodney Miller, Program Specialist  
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2019/20

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