

April 8, 2022

Lawrence County School District
Dr. Titus Hines, Executive Officer
346 Thomas E. Jolly Dr.
Monticello, MS 39654-4600

Dear Dr. Hines:

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 February 25, 2022. An exit conference was conducted on April 8, 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 2.** 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 2 (Meal Pattern and Nutritional Quality)

- In accordance with 7 CFR 210.10 (a)(3), SFAs must keep production records for the meals they produce indicating how the meals offered contribute to the meal pattern. Production records must be maintained daily in accordance with FNS guidance. A review of the production records at New Hebron Attendance Center revealed missing or incomplete production records. The SA will not seek fiscal action in this matter to align with USDA guidance (COVID-19 Child Nutrition Response #100). In order to implement corrective action, the SFA must train relevant staff on how to complete the production book and the importance of completing it daily. The SFA must submit the training agenda, sign in sheets, and production records showing that the production book is completed daily.

The School Food Authority (SFA) **must provide a corrective action response to all findings** of the Review by **May 11, 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 CND for being so organized and prepared for the review. While on site, the SA noted how well the kitchen operated and that the staff exhibited teamwork and communication.

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

Sincerely,

A handwritten signature in black ink that reads "Chelsea Edwards". The signature is written in a cursive, flowing style.

Chelsea Edwards, Program Specialist
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2021/2022
Karen Hathorn, Child Nutrition Director

This institution is an equal opportunity provider.

May 16, 2022

Lawrence County School District
Dr. Titus Hines, Executive Officer
346 Thomas E. Jolly Dr.
Monticello, MS 39654-4600

Dear Dr. Hines:

Your response to the findings of our Administrative Review of your 2021-2022 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,



Chelsea Edwards, Program Specialist
Office of Child Nutrition, School Support Division

cc: File NSLP (AR) 2021/2022
Karen Hathorn, Child Nutrition Director

This institution is an equal opportunity provider.