



SNP Administrative Review Findings

MSD of Boone Township (6460)

Program Year 2025

MSD of Boone Township (6460)

307 S Main St
Hebron, IN 46341-8914

Food Service Contact

Mrs. Beverly Hindes
Business Manager
(219) 996-4771
hindesb@hebronschools.k12.in.us
FSMC: Food Service Professionals

Executive Contact

Mr. Jeff Brooks
Superintendent
(219) 996-4771
brooks@hebronschools.k12.in.us

No. of Sites / Reviewed: 2 / 1
Month of Review: October 2024

Commendations

- * Meal service line has a nice variety and looks great. Food service workers were knowledgeable of program requirements and had a good rapport with the student population. FSD was organized and provided all documents that the state agency requested.

Certification and Benefit Issuance - MSD of Boone Township (6460)

126. *Certification: selected applications correctly approved. This serves as a reminder to the reviewer that FA must include the MOR and the Month of the on-site review.*

Finding 9901: Selected applications correctly approved

Two applications were certified incorrectly or utilizing incomplete information.

Corrective Action:

Corrections have been made to certification errors. Income applications with a household of one will be screened more closely.

As corrective action, complete and provide the following:

Upload into the review tool copies of letters sent to households notifying them of their benefit change.

Submit written procedures for application approval to ensure the number of people in the household is correct.

A written procedure must be established to ensure carryover benefits are expired.

Submit a copy of the procedure to the state agency.

Resource Management Comprehensive Review - MSD of Boone Township (6460)

753. Internal Controls

Finding 9000: Charging Policy

The SFA is not following their board approved charging policy.

Corrective Action:

The SFA will create and submit an updated policy. Provide the updated policy to the state agency when completed.

756. Equipment Purchases

Finding 10113: Purchased equipment in excess of \$5,000 without seeking state agency approval

The SFA purchased a Kawasaki Mule in excess of \$5,000 and not on the state agency's approved equipment list. For all single item purchases more than \$5,000, it must either be on the state agency's pre-approved equipment list or permission to purchase must be requested to the procurement specialist. Quotes must be provided to the procurement specialist prior to approval.

Corrective Action:

Provide the state agency with the quotes and receipts from the purchase of the Kawasaki Mule. If determined that the purchase was not allowable, a restoration of funds to the food service account would be required.

In addition, develop a written procedure to follow regarding equipment purchases. Provide a copy to the reviewer as corrective action.



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767. Nonprogram Revenue and Food Cost Ratio

Finding 10174: Revenue ratio was less than its food cost ratio.

The SFA is \$41 away from compliance with the non-program revenue tool. An average of \$40 in one week is equivalent to about \$1,800 dollars over the course of the school year.

Corrective Action:

To avoid potential future losses, the FSD has agreed to increase some of the non-program revenue food prices. Notify the state agency of which items and prices are going to be increased.

Technical Assistance:

USDA non-program food revenue guidance can be found at the following websites: <https://www.in.gov/doe/files/sp20-2016s-non-program-food-guidance.pdf>; <https://fns-prod.azureedge.us/sites/default/files/cn/SP39-2011r.pdf>

General Program Compliance - MSD of Boone Township (6460)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: Wellness policy was assessed, but not updated.

Corrective Action:

The SFA is required to review the resources provided below and make updates to ensure the policy meets all requirements. Please provide an updated Wellness Policy or a timeline for when the policy committee will review the policy and make updates, as required.

Technical Assistance:

Wellness Policy webpage: <https://www.in.gov/doe/nutrition/wellness-policies/>

Minimum Requirements: <https://www.in.gov/doe/files/minimum-requirements.pdf>

Evaluation Checklist: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:c9ced4b1-e08e-44a0-be71-0b647e60b422>

1501. Records are retained for 3 years

Finding 9000: Recordkeeping - Income Applications

All income applications and direct certification documentation should be kept at the SFA level. Some applications are currently processed off-site; however, this is a practice that should no longer occur.

Corrective Action:

Please provide the state agency with an updated procedure for processing your income applications that does not include keeping physical copies at an off-site location.



SNP Administrative Review Findings

MSD of Boone Township (6460)

Program Year 2025

Hebron Elementary/Middle School (6815)

307 S Main St
Hebron, IN 46341-8914

Food Service Contact

Ms. Paula Cunningham
Kitchen Manager
(219) 996-4771

Month of Review: October 2024

Date of Onsite Review: November 20, 2024

Meal Components & Quantities - Hebron Elementary/Middle School (6815)

400. Day of Review- all required meal components were available to all students during the entire meal service

Technical Assistance: Menu Item Variety

Some menu items were restricted for grades K-3 at the elementary school. The state agency encourages a good variety of entree type items. This may lead to an increase in participation.

General Program Compliance - Hebron Elementary/Middle School (6815)

1404. A copy of the written food safety plan is site-specific and available on-site

Finding 9145: A copy of the written food safety plan was not available at the reviewed school.

A copy was on site; however, it is not site specific, nor is it up to date.

Corrective Action:

The food safety plan must be updated and site specific for Hebron Elementary/Middle School. Provide a copy of the food safety plan to the state agency as corrective action.

Technical Assistance:

The SFA may find our food safety plan webpage helpful. <https://www.in.gov/doe/nutrition/food-safety/>

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.

The SFA was taking food items from the share table and moving them back to the line for resale; however, the SFA was not approved for resale of foods.

Corrective Action:

The SFA stopped the resale of foods immediately. If the SFA would like to continue, they must adopt the resale of foods policy and be approved from their field specialist. **No further action is necessary.**

Technical Assistance:

The SFA can access the IDOE Resale of Foods policy here:

<https://docs.google.com/document/d/1tRY680Otw6oWJsKUKLDghpxMGILLGf4V7goNw8JEPQo/edit?tab=t.0>

1411. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance: USDA Buy American Provision Updated Policy Guidance

USDA has recently updated guidance to program sponsors regarding Buy American requirements to become effective PY 2025-2026 school year. For additional information, go here: <https://www.fns.usda.gov/cn/buy-american-provisions>

To watch a recorded webinar on updates to the Buy American requirements, go here: <https://www.fns.usda.gov/cn/buy-american-provisions/webinar>

To download a copy of the USDA Buy American tool, go here:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffns-prod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>