INDIANA DEPARTMENT *of* EDUCATION

## SMO Findings

**Corpus Christi School (K245)**

*Program Year 2025*

**Corpus Christi School (K245)**
2817 Corpus Christi Drive
South Bend, IN 46628-3429

No. of Sites / Reviewed: 1 / 1
Month of Review: September 2024

**Food Service Contact**
Mrs. Jane Kiley
Administrative Assistant / Office Manager
(574) 272-9868
j.kiley@corpuschristisb.org

**Executive Contact**
Mrs. Mattie Willerton
Principal
(574) 272-9868
m.willerton@corpuschristisb.org

### Commendations

* The SFA was willing to make any changes necessary to become compliant with all program requirements.

### No Findings during Review

**Corpus Christi School (D235)**
2817 Corpus Christi Drive
South Bend, IN 46628-3429

**Food Service Contact**
Mrs. Jane Kiley
Special Milk Representative
(574) 272-9868

Month of Review: September 2024
Date of Onsite Review: October 9, 2024

## Other Federal Programs - Corpus Christi School (D235)

*1. Pricing – purchase price on claim match invoices, reimbursement used to reduce student payments*

**Finding 9000: Benefit Assigned Incorrectly**
After a review of benefit issuance documentation, it was found two students were assigned a DC free benefit, but no documentation was available to support this eligibility.

**Corrective Action:**
**The SFA must contact each household, in writing, stating their student is not eligible for free benefits. The household must be provided 10 days' advanced notice of adverse action. The SFA will submit the letter sent to both households as corrective action.**

*1. Pricing – purchase price on claim match invoices, reimbursement used to reduce student payments*

**Finding 9000: Benefit Issuance procedures**
The SFA did not implement free and reduced benefit procedures correctly. At the time of review, the SFA had not ran a DC report for the 2024-2025 program year.
The SFA must first run the Direct Certification report to determine those students that are directly certified. The household must be notified of the benefit. These households do not need to submit an income application if they were found to be directly certified as free. If the household was found to be directly certified as reduced, they can complete an income application if they choose.

**Corrective Action:**
**As corrective action, the SFA will submit, in writing, their procedures for ensuring the Direct Certification report is run at least three times per school year and their procedures for determining student eligibility.**

**Technical Assistance:**
The student roster should be uploaded to the DC tool to receive an accurate report of all directly certified students. The SA assisted the SFA with this task while on-site.

*2. Daily milk count records support the most recent claim for reimbursement*

**Finding 9211: Daily milk count records do not support the most recent claim for reimbursement.**
No actual milk count was taken at the point of service. This was observed on the day of review as well. The school was using the attendance of the number of students that signed up at the beginning of the year to receive milk as the daily claim total. The problem is considered systemic because the contributing factors are built into the process and would likely reoccur if the process is not changed.

**Corrective Action:**
**The SFA will describe, in writing, their new procedures for taking an accurate point-of-service milk count. They will submit this as corrective action.**

*3. Milk service counting procedures yield accurate milk counts*

**Finding 9212: Counting procedures used for the Special Milk Program do not yield accurate meal counts.**
The school does not provide an accurate count of milks served each month for the monthly reimbursement claim. The school does not maintain documentation that supports the number of milks served daily and claimed for reimbursement. The SFA totaled the attendance of all students who signed up at the beginning of the year to receive milk. That total was used as the paid total. Then they took the number of students eligible for free milk multiplied by the days of operation and used that as the free total. Gross overclaim was determined.
The problem is considered systemic because the contributing factors are built into the process and would likely reoccur if the process is not changed.

**Corrective Action:**
The school was instructed by the SA to take a point-of-service milk count for the entire month of October, tracking by student and consolidating the totals of paid milk and free milk for the monthly claim. To determine the disallowance total, the accurate claim total for October 2024 was subtracted from the inaccurate review month (September 2024) total. This resulted in a total disallowance of 760 milks. The total reimbursement equated to $199.50. This disallowance was waived.
**As corrective action, the SFA will submit, in writing, their procedures for ensuring all claims will be consolidated correctly, yielding an accurate total.**

*2000. SMP – areas identified requiring TA, CA*

**Finding 9000: No inventory records**
The SFA was not tracking milk inventory daily, nor monthly.

**Corrective Action:**
**Inventory must be tracked to ensure totals can be used to support monthly claim for reimbursement. As corrective action, the SFA will submit, in writing, their procedures for tracking milk inventory. Completed inventory for one month must also be submitted.**