



SNP Administrative Review Findings
Program Year 2024

East Noble School Corporation 6060

East Noble School Corporation (6060)
126 W Rush St.
Kendallville, IN 46755-1740

Food Service Contact
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No. of Sites / Reviewed: 7 / 2
Month of Review: January 2024

Commendations

- * Staff were willing to work with reviewers to immediately make corrections when noted during the onsite review.
- * Both schools had clean and organized kitchens, coolers, freezers, and storerooms. Staff re-stocked lines quickly and efficiently during each meal service.
- * The menu had a variety of entrees, vegetables, and fruit choices for the students.

Technical Assistance

- * Staff cleaning cafeteria tables need to receive training on appropriate cleaning and sanitizing food contact areas.

Certification and Benefit Issuance - East Noble School Corporation (6060)

133. Direct Certifications were correctly certified

Finding 9024: Direct Certifications were not correctly certified

Direct certification documentation for selected students was reviewed for completeness and accuracy. One student was given the wrong DC benefit due to an internal glitch within the DC system and should have been free instead of reduced. Additionally, two students were on the DC list as reduced but approved free based on face value of a categorical application. While this process was handled correctly, further discussion with the household should have taken place to resolve the different case numbers or approve the application at face value and then immediately verify for cause. Upon determining the results of verification, the benefit could be changed.

Corrective Action:

During the review, the FSD sent a letter to the households affected. **Therefore, an additional response is not required.**

Technical Assistance:

When there is a discrepancy with multiple benefits through DC or categorical applications, the SFA should either reach out to the household to resolve the discrepancy or assign the greater benefit and then verify the categorical application for cause.

Verification - East Noble School Corporation (6060)

207. SFA completed verification and verified applications on file match FNS-742. Reviewer: Enter VSR for SBOA on Finding

Finding 9036: Verified applications on file do not match number reported on FNS-742.

The SFA's response to question #200 of the Off-site Assessment Tool and the number of Verified applications reported on the FNS-742 are inconsistent with the number of Verified applications on file. The report included students from CEP schools.

Corrective Action:

The report corrections were started on February 6 with Grethen Huntzer and completed during the on-site review February 13, 2024. **If implemented as corrected, no further action is needed.**

Technical Assistance:

The SFA needs to work with the POS software company to ensure that verification reports are not pulling from CEP schools.

209. Verified applications were properly selected, correctly replaced (if necessary), and correctly verified



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Finding 9039: Applications not properly selected for verification.

The applications selected for verification were not appropriately selected for the sample size option used. The software program pulled students for verification from the CEP schools.

Corrective Action:

All CEP school students were removed from the list. For corrective action, the verifying official must complete the verification series (part 1-3) training on the Moodle website. Please submit the training completion certificate. Certificate showing the training was completed on 5/9/2024, was uploaded into the AR tool. **No further action required.**

Technical Assistance:

Training from the free and reduced software company is highly recommended to learn how to use the verification module to assist with the verification process.

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>.

214. *Updates to the Benefits Issuance list were made in the appropriate timeframes when verification resulted in changes to student eligibility*

Finding 9047: Change in benefit levels due to verification results were not changed within required timelines.

When a student's eligibility status changed due to verification, benefits were not increased within three calendar days or decreased after 10 calendar days from the final verification decision.

Corrective Action:

Households must be notified of any reduction in benefits and informed of their right to reapply anytime. If benefits are decreased, a notice of adverse action must be sent, and SFAs must provide ten days advance notification to households that receive a reduction or termination of benefits before the actual reduction or termination. As corrective action, the SFA must change the effective date of the reduced benefit to January 1, 2024. The cost of meals charged at the lesser benefit between January 1- February 13, 2024, must be refunded to households. Please provide the student's transaction history and the amount refunded during this timeframe. Corrective action has since been submitted. **Additional response is not required.**

Resource Management Comprehensive Review - East Noble School Corporation (6060)

765. Adult Meals

Technical Assistance: Cafeteria volunteers receiving free meals

It is allowable for staff who are assisting with food service duties such as cleaning tables and helping students with trays to receive a free meal; however, the food service account needs to be able to handle the extra expense of preparing these meals. The current cost of these meals is \$16,000.

General Program Compliance - East Noble School Corporation (6060)

808. *On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements*

Finding 10152: Civil Rights Training

One or more foodservice employees have not completed civil rights within the last 12 months.

Corrective Action:

As corrective action, please submit documentation of the employee's completed Civil Rights training. Corrective action has since been submitted. **Additional response is not required.**

Technical Assistance:

The SFA is to ensure that all staff and volunteers assisting with meal service complete Civil Rights Training.



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

Finding 10140: Wellness Policy Review and Update

The following findings were noted regarding the review and update of the local school wellness policy:
The Triennial Assessment was not completed in the last 3 years.

Corrective Action:

As corrective action the following must occur:

- LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment must be submitted to the State Agency. **Corrective action has since been submitted.**

Additional response is not required.

Technical Assistance:

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.

1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements

Finding 9000: Fundraisers not Smart Snack Compliant

The PTO has been selling popcorn and frozen popsicles during the lunch period throughout the school year.

Corrective Action:

All food items sold to students throughout the school day from midnight until 30 minutes after the school bell are to be Smart Snack Compliant. The popcorn and popsicles nutritional information are to be used to calculate if the items meet the Smart Snack Guidance using the Alliance for a Healthier Generation product calculator. This tool may be found at <https://foodplanner.healthiergeneration.org/calculator/>. Documentation is to be provided to the Field Specialist or confirmation that it will not be sold during the school day. The school may sell non-compliant items during two exemption days annually.

Corrective action has since been submitted. Additional response is not required.

Technical Assistance:

All food items sold to students from midnight to 30 minutes after school bell is to be Smart Snack compliant or meet the two exemptions offered annually by the State Department of Education. Guidance may be found at <https://www.fns.usda.gov/tn/guide-smart-snacks-school>



SNP Administrative Review Findings

East Noble School Corporation 6060

Program Year 2024

East Noble High School (6458)

126 W Rush St.
Kendallville, IN 46755-1740

Food Service Contact

Mr. Roger O Urick
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Month of Review: January 2024

Date of Onsite Review: May 2, 2024

Meal Counting & Claiming - East Noble High School (6458)

319. Day of Review- excessive overrides in the electronic point of service are not used

Finding 9067: Electronic POS system: Excessive overrides at the POS.

As observed on the Day of Review, excessive overrides are used in the electronic system at the POS. The use of excessive overrides is not reasonable. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

Corrective Action:

The school district is reaching out to the community for support to cover the student negative balances. The SFA will be adding the high school to their CEP group this fall. This will reduce the problem of parents not sending in funds for their students' lunches. **If implemented as discussed, no further action is required.**

Technical Assistance:

The reviewer discussed with the Food Service Director and manager that the current charge policy contributed to the high override rate. The changes in procedures for next year should eliminate the problem.

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered non-systemic because the contributing factors are unusual, not part of the normal operating procedure and the system does not require changes to achieve accurate results.

Corrective Action:

The SFA checked all meal counts at every school to ensure this was the only site that was incorrectly claimed. **Two people are now checking claim numbers; therefore, additional response is not required.**

East Noble Middle School (6461)

126 W Rush St.
Kendallville, IN 46755-1740

Food Service Contact

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East Noble School Corporation 6060

Program Year 2024

Month of Review: January 2024

Date of Onsite Review: February 14, 2024

Meal Components & Quantities - East Noble Middle School (6461)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 10139: Production Records

The following issues were noted with production records: production records were incomplete as the serving sizes were not written for all components.

Corrective Action:

As corrective action completed (breakfast and lunch) production records for one week must be submitted to the State Agency. Additionally, provide proof of production record training for staff. **Corrective action has since been submitted. Additional response is not required.**

Technical Assistance:

The reviewer explained to kitchen staff how to accurately fill out the production records and the importance of having correct information on the production records.

General Program Compliance - East Noble Middle School (6461)

1407. SFA written food safety plan is implemented

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Proper HACCP principles not observed: Documentation that sanitation buckets meet the required sanitation standards are not recorded.

Corrective Action:

A log is to be kept documenting daily that the water has the correct sanitizer in it. A copy of one week's log is to be sent to the Field Specialist. Also, staff are to be trained in the Standard Operating Procedure for ensuring sanitizing water is at the correct concentration. Documentation of training including agenda and sign in sheet is to be emailed to the Field Specialist.

Corrective action has since been submitted. Additional response is not required.

Technical Assistance:

The reviewer discussed with the Food Service Director that to ensure staff are correctly preparing the sanitizer water, documentation is needed daily.



SNP Administrative Review Findings

East Noble School Corporation 6060

Program Year 2024

North Side Elementary School (6477)

126 W Rush St.
Kendallville, IN 46755-1740

Food Service Contact

Mr. Roger O Urick
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(260) 347-2502

Month of Review: January 2024

Date of Onsite Review: February 13, 2024

Meal Counting & Claiming - North Side Elementary School (6477)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. Meal counts taken for students in office or functional classroom without the student present.

Corrective Action:

A procedure is to be written describing how meals served to students who do not come through the serving line will be recorded. **Corrective action has since been submitted. Additional response is not required.**

Technical Assistance:

The reviewer discussed with the manager and food service director that when a teacher is stating they are picking up a meal for a student not present, they need some documentation showing who the meal is being picked to be served somewhere else.

Meal Components & Quantities - North Side Elementary School (6477)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 10139: Production Records

The following issues were noted with production records: production records were incomplete and did not list serving size for all items.

Corrective Action:

As corrective action completed lunch production records for one week must be submitted to the State Agency. Also, provide proof of production record training for staff. **Corrective action has since been submitted. Additional response is not required.**

General Program Compliance - North Side Elementary School (6477)

1106. Food or beverages sold to students during fundraisers meet Smart Snacks standards or fall within Indiana's limit on fundraisers

Finding 9162: The school is not observing the State-defined limit on fundraisers to determine exempt/non-exempt fundraiser status.

The school is not meeting the smart snack standards for the state-defined limit on fundraisers determined to be non-exempt (not including fundraisers on weekends, off-site, or during non-school hours).

Corrective Action:

Using the resources linked below, outline a Smart Snacks procedure, including naming the person in charge of ensuring Smart Snack compliance by tracking all food sales sold to students during the school day, defined as midnight to 30 minutes after the normal school day ends, and provide that outline as corrective action. **Corrective action has since been submitted. Additional response is not required.**

Technical Assistance:

For additional information and resources go to: <https://www.in.gov/doi/nutrition/smart-snacks-in-schools/>.