

SNP Administrative Review Findings

Greater Jasper Cons Schools (2120)

Program Year 2019

Greater Jasper Cons Schools (2120)

1520 Saint Charles St. Suite 1
Jasper, IN 47546-1878

Food Service Contact

Ms. Katie Knies
Food Service Director
(812) 481-4887

Executive Contact

Dr. Tracy Lorey
Superintendent
(812) 482-1801

No. of Sites / Reviewed: 5 / 1
Month of Review: October 2018

Commendations

- * The Food Service Director was friendly and well prepared for the review. All selected free and reduced applications were approved correctly. The kitchen was clean and organized. The kitchen staff asked questions during the onsite review and was eager to make changes if needed.

Certification and Benefit Issuance - Greater Jasper Cons Schools (2120)

141. Benefits extended to students in household receiving SNAP, TANF, FDPIR benefits?

Finding 9000: Direct Certification Extensions

Technical Assistance:

The reviewer and Food Service Director discussed the importance of the extensions to be coded as Direct Certification instead of only categorical eligible. Students that are approved from an extension are not subject to Verification procedures.

Verification - Greater Jasper Cons Schools (2120)

211. Verification notification letter?

Finding 9000: Verification Documentation

Verification notification and result letters are not being maintained.

Corrective Action:

At the time of the onsite review, the Food Service Director utilized the Benefit Issuance system to recreate the notification and result letters. In future years, the Verifying Official will maintain the application with all letters for verification. No further action required.

Technical Assistance:

During the onsite reviews the reviewers discussed ways to handle cash income documentation during verification and organization/recordkeeping of files.

Meal Counting & Claiming - Greater Jasper Cons Schools (2120)

314. SFA following approved SFA-SA agreement?

Finding 9000: CNPweb Applications

Technical Assistance:

During the onsite review, the reviewer had the Food Service Director update the site applications to reflect the current site managers with contact information and the sponsor application to reflect the current Direct Certification and Free and Reduced contacts.

Resource Management Comprehensive Review - Greater Jasper Cons Schools (2120)

752. Limitation on Net Cash Resources

SNP Administrative Review Findings**Greater Jasper Cons Schools (2120)****Program Year 2019****Finding 9000: Other Finding**

SFA did not follow the prior year's spending plan and did not reduce the net cash balance in PY 2018.

Technical Assistance:

Despite submitting a spending plan for the 2017 AFR, the foodservice account balance kept increasing in PY 2018. The current plan should reduce the balance by a significant amount next year (PY 2019) if followed. If not, the SFA opens itself up to further findings by IDOE and the State Board of Accounts for non-compliance with the net cash resource limitations.

*753. Internal Controls***Finding 9000: Charging Procedures/Bad Debt Policy****Technical Assistance:**

The reviewers discussed the process on handling bad debt with the FSD, Principal, and Corporation Treasurer. Resources were sent to the FSD. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt." Once a delinquent debt is reclassified as a bad debt, it must be written off as an operating loss. NSFSA resources may not be used to cover costs related to the bad debt, such as continued legal and collection costs. Instead, these losses must be restored using non-Federal funds. These funds may come from the school district's general fund, special funding from State or local governments, or any other non-Federal sources.

*773. Proper Classification of Costs (Direct/Indirect)***Finding 9000: Indirect Costs**

Indirect costs were not reported correctly on the Annual Financial Report.

Corrective Action:

Prior to the review, the Food Service Director revised the AFR by moving the indirect costs from the miscellaneous section to the indirect costs section. In future reporting years, the Food Service Director will continue to report indirect costs in the indirect costs section. No further action required.

Technical Assistance:

The school food service accounts are charged indirectly for expenses. The non-profit food service account pays the vendor directly, however, these charges are still considered indirect costs and should be included in the appropriations when figuring annual indirect costs.

General Program Compliance - Greater Jasper Cons Schools (2120)*1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?***Finding 9000: Assessment of Local School Wellness Policy****Technical Assistance:**

The Local School Wellness Policy has not been assessed since the implementation. This policy should be assessed by the end of program year 2020. Once the assessment has been completed, it should be made available to the public. How the assessment is made available is at local discretion.

SNP Administrative Review Findings**Greater Jasper Cons Schools (2120)****Program Year 2019****Jasper Middle School (1575)**

1520 Saint Charles St. Suite 1
Jasper, IN 47546-1878

Food Service Contact

Mrs. Julie Barth
Cafeteria Manager
(812) 482-6454

Month of Review: October 2018

Date of Onsite Review: November 29, 2018

Meal Components & Quantities - Jasper Middle School (1575)*403. DOR - two varieties of milk available, allowable substitutions?***Finding 9054: Milk substitutions on Day of Review not allowable.**

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. A nutritionally-equivalent milk sub is not provided for a student with milk allergy/intolerance.

Corrective Action:

If a student has a disability (such as lactose intolerance or a milk allergy), the SFA must provide an appropriate substitute, and if a student has a disability, it is no longer allowable to require the student to decline the milk under offer versus serve. The SFA must provide a nutritionally-equivalent substitute.

At the time of the review, the FSD contacted the vendor to add an approved milk sub to the most current order. No further action required.

*501. Cafeteria staff trained on OVS?***Finding 9000: OVS Refresher Training****Technical Assistance:**

Recommended to include other topics in training for staff. Additional OVS, marketing, customer service, etc. Most training appears to be on safety topics.

General Program Compliance - Jasper Middle School (1575)*1411. Did any review of products indicate violations of the Buy American provision?***Finding 9000: Buy American Provision**

The Buy American Provision requires domestic goods to be purchased for the NSLP unless documentation is obtained to explain the purchase of non-domestic goods. On the Day of Review, broccoli and tortilla chips were found that were products of Mexico and Guatemala.

Corrective Action:

At the time of the review, the Food Service Director followed up with the vendor to ensure products ordered are following the Buy American Provision. If the products originate from another country, the FSD will obtain documentation supporting the purchase. No further action required.