



## SNP Administrative Review Findings

## Greater Jasper Cons Schools (2120)

### Program Year 2024

#### Greater Jasper Cons Schools (2120)

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

#### Food Service Contact

Dr. Tracy Lorey  
Superintendent  
(812) 482-1801  
tlore@gjcs.k12.in.us  
FSMC: Sodexo

#### Executive Contact

Dr. Tracy Lorey  
Superintendent  
(812) 482-1801  
tlore@gjcs.k12.in.us

No. of Sites / Reviewed: 4 / 1  
Month of Review: March 2024

### Commendations

- \* The staff did a great job organizing and preparing for the Administrative Review. In addition, all staff members were available to learn throughout the day while the review was conducted, allowing the review to be completed quickly.
- \* Staff were willing to work with the reviewer to immediately correct some issues when noted during the onsite review.
- \* Ireland Elementary's kitchen surfaces, equipment, walk-in cooler, freezer, and storeroom were well-maintained and clean.

### Technical Assistance

- \* **FSMC Oversight:** The school corporation must ensure the corporation employee overseeing the FSMC contract has a strong working knowledge of USDA programs. The School Food Authority (SFA) must continue to review all documentation related to services provided by the FSMC, including but not limited to the following: reviewing the itemized monthly statements to ensure there are no questionable or unallowable charges billed to the food service account, reviewing the SFA available USDA Foods for use in menus to ensure the corporation is getting full value from the use of commodities in reimbursable meals and not used for other activities, inspecting all kitchens regularly to ensure foods are stored properly, rotated on FIFO, and secured from theft and spoilage. The following items were recommended to the SFA regarding FSMC billing:
  - For accuracy, the SFA should create a standard operating procedure to review every monthly itemized, detailed billing.
  - The SFA should determine approval procedures for FSMC travel, employee recognition programs, timekeeping records, and/or shared labor between SFAs.
  - The SFA should receive training on how to read the reports provided by the FSMC.
- \* **Indirect Costs:** SFA was advised to obtain documentation anytime the full amount of allowable indirect costs for a program year will not be charged to the food service account and will not be charged in the future, as occurred for PY 2022-2023, since indirect costs were not charged. When the non-profit school food service account is not charged the full indirect cost rate, it would be a best practice to obtain in writing that the additional amount not charged is not considered a loan and repayment is not expected. Additionally, indirect costs should be charged consistently among all federal programs per federal regulations.

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

137. *Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document*

#### **Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document**

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system—the electronic POS system. Seven students were identified as having direct certification reduced but were issued direct certification-free benefits, and three students were identified as having direct certification-free benefits but were issued direct certification-reduced benefits.

#### **Corrective Action:**

During the on-site review, the SFA sent adverse action to the households on April 19, 2024. In addition, the SFA notified the household of the greater benefit, explaining that benefits were incorrectly issued and were immediately increased. All copies of the notifications were provided to the reviewer. **Therefore, an additional response is not required.**



*Program Year 2024*

**Verification - Greater Jasper Cons Schools (2120)**

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

**Finding 9042: Selected applications not verified correctly.**

Based on the verified applications selected for review, the documentation received was not acceptable. A Hoosier Healthwise card was provided for one application and counted as SNAP documentation.

**Corrective Action:**

Certification notices or letters from the local FSSA office are acceptable documentation for households receiving assistance through SNAP and TANF that can be submitted. During the on-site review, the SFA contacted the household requesting income documentation. The household submitted the required documentation, and it was determined that the application should be denied. The SFA sent adverse action to the household on April 19, 2024, and provided copies to the reviewer.

**Therefore, an additional response is not required.**

210. *Direct Verification of selected applications was conducted according to the requirements*

**Technical Assistance - Direct Verification of selected applications**

After applications are pulled for verification and the confirmation review has been conducted, the SFA should attempt to verify the application directly using the Direct Verification feature within CNPweb. If the application can be directly verified for the benefit approved on the application, save the printout, or take a screenshot and retain it with the verification documents. This process eliminates the need to contact the household for additional information. If the application cannot be directly verified, then follow the normal verification process by sending the notification letter.

**Resource Management - Greater Jasper Cons Schools (2120)**

703. *SFA receives prior approval from the State agency for equipment costing \$5,000 or more.*

**Finding 9000: Equipment Purchasing Approval**

The SFA used food service funds to buy equipment during the program year 2022-2023, which was above \$5,000 per unit. The equipment was not included on the state's pre-approved equipment list, and the SFA did not receive prior approval from the state agency.

**Corrective Action:**

The SFA was required to determine a standard operating procedure for equipment purchases using fund 0800 for corrective action. The reviewer provided the Child Nutrition equipment purchase process for technical assistance. On October 30, 2023, the Superintendent provided a written standard operating procedure the SFA will follow for equipment purchases from the 0800 fund. **Therefore, an additional response is not required.**

**General Program Compliance - Greater Jasper Cons Schools (2120)**

810. *The USDA non-discrimination statement is on appropriate Program materials*

**Finding 10125: Non-compliance with the USDA non-discrimination statement**

The USDA non-discrimination statement was used incorrectly on the school food service website.

**Corrective Action:**

The full nondiscrimination statement must be used on documents of two or more pages, but the short statement may be used on documents of one page or less; either statement must be the same font size as the rest of the document. The superintendent sent the updated website that included the correct nondiscrimination statement to the reviewer on April 19, 2024. **Therefore, an additional response is not required.**



***Program Year 2024***

**Technical Assistance:**

The IDOE SCN Civil Rights webpage contains links to the USDA Child Nutrition Program Civil Rights Statements. Please bookmark and use the appropriate links to access the long and short civil rights statements.

<https://www.in.gov/doe/nutrition/civil-rights-requirements/>

The correct USDA Short Nondiscrimination Statement: This institution is an equal opportunity provider.



*Program Year 2024*

**Ireland Elementary School (1569)**  
1520 Saint Charles St., Suite 1  
Jasper, IN 47546-1878

**Food Service Contact**  
Mrs. LaDonna Werner  
Cafeteria Manager  
(812) 482-7751

Month of Review: March 2024  
Date of Onsite Review: April 18, 2024

**Meal Counting & Claiming - Ireland Elementary School (1569)**

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

**Technical Assistance- Meal Counting & Claiming**

The cashiers input students into the POS when they are in line but do not consistently identify what is on the trays. Some students selected more than the planned portion sizes in a meal; others did not select a meal meeting the minimum OVS requirement. The reviewer provided technical assistance, and each cashier corrected the counting of the trays prior to reaching the end of the service so all items could be identified. Additionally, all meals not meeting OVS were corrected by having the student select additional items.

**Meal Components & Quantities - Ireland Elementary School (1569)**

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

**Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week**

The NSLP meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned NSLP menus for the menu certification week, the minimum weekly grain requirement was not met. The sun butter with cheese stick meal option is served daily. This option is credited as 2oz equivalent meal/meat alternate and 1oz equivalent grain. Since the option is served daily with only 1oz grain, this option does not meet the minimum weekly requirement of grain.

**Corrective Action:**

**For corrective action, provide revised menus showing the meal pattern is met for the daily and weekly requirements for each grade group being served. Additionally, the local menu planner must complete the Meal Pattern training found on the Moodle website and provide the certificate as proof of completion.**

**Technical Assistance:**

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>  
Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>

**General Program Compliance - Ireland Elementary School (1569)**

1406. *The most recent food safety inspection report is posted in a publicly visible location*

**Finding 9147: Food Safety Inspection Report**

The most recent food safety inspection report is not posted in a publicly visible location.

**Corrective Action:**

The reviewer provided technical assistance to the food service director on-site. In addition, the FSD posted the health inspection in the cafeteria. **Therefore, an additional response is not required.**