



Maconaquah School Corporation (5615)
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Bunker Hill, IN 46914-9667

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

Certification and Benefit Issuance - Maconaquah School Corporation (5615)

123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Finding 9764: Validation of Off-Site Assessment Tool

On-site observations do not validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and/or responses do not demonstrate compliance with FNS requirements.

The 30-day carryover was not implemented correctly; upon the first DC match of the new school year, only the DC-Free students were updated; DC-Reduced students were not updated at that time; those students remained on their previous year status until the 30-day carryover ended. The SFA stated that is how they have always done it.

While students' F/R status was correct within the POS, it was noted that the method in which students were eligible for benefits was not properly indicated in the Skyward SIS. Students found on the DC list as Free were all coded as DC-SNAP, not the specific certification sources stated on the DC list of Medicaid (M), TANF (A), or Ward (W).

Additionally, when a student who was initially approved for meal benefits based on a Free or Reduced income application was later found on the DC list, the certification method was not updated to reflect that if the overall F/R benefit itself did not change. Example: a student who was free based on an income application was later found on a DC list as Free based on SNAP. Since the overall meal status did not change, the method of certification in the SIS remained as income app-Free and was not updated to DC-Free.

Corrective Action:

As immediate corrective action, the HR Specialist in charge of direct certification and meal application processing was provided time to review the benefit issuance document to the Skyward SIS and update the method of certification for all students to ensure all data was accurate.

The Food Service Director, Superintendent, IT Network Administrator, HR Specialist, and Superintendent's Admin Asst. were provided technical assistance on the correct implementation of the 30-day carryover process, the timeline for pulling the first direct certification match of the new school year & updating all statuses immediately, and the process for indicating the correct method of certification within Skyward.

During the exit meeting, it was announced that the HR Specialist was leaving, and the Superintendent's Admin Asst. would be taking over direct certification and meal application processing moving forward. **As corrective action, please have the Admin Asst. complete the "Direct Certification" and "Free & Reduced" Moodle courses and submit the certificates of completion as proof of training.**

Moodle Website: <https://moodle.doe.in.gov/>

Moodle Instructions: <https://docs.google.com/document/d/1FHEZKGaccC9nosDj7pU63PMVUtbZeYwkkqW-Gkn8Q4/edit>

Technical Assistance:

Free & Reduced Price Application Process Guide:

<https://docs.google.com/document/d/1tinActmIzPUiF5jnj0uzZGa9oRTYs6NcFD6EvYnHvZQ/edit>



Direct Certification Guide: <https://docs.google.com/document/d/1cfuwkBmnyKPuX-csC9N2CE5GQdMI0HgXAeErEqrXQE/edit>

30-Day Carryover Fact Sheet:
<https://docs.google.com/document/d/1o8MXjpnjs248XKWsRrtIU6oFAyczkmdY3SZHq1pgnk/edit>

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

Four students were certified incorrectly for meal benefits. No current year meal application or proof of DC status was available for them.

Corrective Action:

The benefit issuance errors were reviewed with the HR Specialist, Superintendent's Admin Asst, and Food Service Director. The appropriate 10-day adverse action letters were sent out on 3/18/24 and meal benefits were set to paid on 3/28/24. **No further corrective action is needed.**

Verification - Maconaquah School Corporation (5615)

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

Technical Assistance: Verification Sample Size

As noted in Finding 9764, when a student who was initially approved for meal benefits based on a Free or Reduced income application was later found on the DC list, the certification method was not updated to reflect that if the overall F/R benefit itself did not change. It was discussed with the Food Service Director, Superintendent, IT Network Administrator, HR Specialist, and Superintendent's Admin Asst that if the method of certification had been updated in a timely manner, this might have helped lower the total number of meal applications on file & the overall verification sample size.

208. *Documentation demonstrates a confirmation review was conducted and required procedures were followed*

Finding 9037: Confirmation review not conducted as required.

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

Corrective Action:

Technical assistance was provided onsite to ensure that a confirmation review takes place moving forward. The confirming official must be someone other than the original application processor(s). This step serves to ensure that the selected meal applications were approved correctly by the initial processor(s). **As corrective action, indicate the person who will be responsible for completing the confirmation review moving forward.**

Resource Management Comprehensive Review - Maconaquah School Corporation (5615)

767. *Nonprogram Revenue and Food Cost Ratio*

Technical Assistance: Nonprogram Foods Revenue to Food Cost Ratio

Although a slight amount of additional revenue to comply was calculated for the 5-day reference period (\$81.00), after a detailed review of the cost analysis of nonprogram foods, it was found that a la carte pricing was sufficient for all items. TA was provided to the Food Service Director which included reviewing the current per item cost of all a la carte items sold versus their selling prices. It was advised that a review of a la carte prices should occur annually before each new school year begins to ensure all items continue to be priced at least 2-2.5x their raw food cost.



General Program Compliance - Maconaquah School Corporation (5615)

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

Technical Assistance: Civil Rights Complaint Procedure

The SFA's Civil Rights complaint procedure was implemented by the former Director and was outdated. Technical assistance was provided to the current Food Service Director related to updating the complaint procedure to the most recent template found on the Civil Rights webpage, provided below.

Complaint Procedure Template:

https://docs.google.com/document/d/1YyyRM_eaWC_Ail4f379gqdsnMVHjbXgXD_Tg8Lj2xHo/edit?usp=sharing

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

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

The USDA nondiscrimination statement was missing or used incorrectly on program materials. An outdated full nondiscrimination statement was noted on the free/reduced notification letter templates in the online meal application system. In addition, the full nondiscrimination statement was not found on the food service webpage.

Corrective Action:

Technical assistance was provided to the Food Service Director, Superintendent, IT Network Administrator, HR Specialist, and Superintendent's Admin Asst. regarding the use of the nondiscrimination statement. The correct full nondiscrimination statement was provided to the IT Network Administrator to update the letter templates within the online meal application system and include on the food service website. **No further corrective action is needed.**

Technical Assistance:

USDA Full Nondiscrimination Statement:

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>

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

Technical Assistance: Wellness Policy Requirements

Technical assistance was provided to the Food Service Director, Superintendent, IT Network Administrator, HR Specialist, and Superintendent's Admin Asst. regarding stakeholder participation, minimum policy requirements, and the need to complete the triennial assessment. They were further reminded to post the results of the assessment on the corporation website.

Technical Assistance: Wellness Policy Requirements Continued:

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

Triennial Assessment Template: <https://www.in.gov/doi/files/triennial-assessment-template.pdf>



1217. *SFA's process and frequency for tracking training hours is sufficient*

Technical Assistance: Documentation of Staff Training

The Food Service Director was reminded to include all topics covered on training agendas when conducting staff training. The template below can be used.

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:388c5cd8-5ecf-347a-8b54-a75f97924e16>

In addition, it was recommended to utilize a training tracker to keep all employee training information organized.

IDOE Training Tracker: <https://www.in.gov/doe/files/copy-professional-standards-tracking-idoe-final.xlsx>

1219. *Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training*

Technical Assistance: Training for Non-Food Service Staff with School Nutrition Program Duties

The Food Service Director was reminded that any non-food service staff members with duties related to the School Nutrition Programs must receive annual training related to their responsibilities, including Civil Rights, Direct Certification, and Meal Application Processing. The FSD should maintain documentation of this training. This requirement was also discussed with the Superintendent, IT Network Administrator, HR Specialist, and Superintendent's Admin Asst. during the exit meeting.

The Office of School & Community Nutrition offers webinars each summer related to Direct Certification and Meal Application Processing, among other topics. See Finding 9764 for courses to be taken as part of corrective action.



Maconaquah Elementary School
(6035)
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Bunker Hill, IN 46914-9667

Food Service Contact
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Cafeteria Manager
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Month of Review: January 2024
Date of Onsite Review: February 7, 2024

Meal Components & Quantities - Maconaquah Elementary School (6035)

404. *Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk*

Technical Assistance: Location of Reimbursable Meal Signage

Technical assistance was provided to the Cafe Manager & Food Service Director regarding the location of the lunch OVS signage. It should be repositioned, so students see it at the beginning of the service line.

In addition, the school is not implementing OVS at breakfast this year, but the OVS breakfast signage was still posted. It should be updated to reflect all components served with breakfast, such as seen in the resources below:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:132da235-e3dc-336b-9563-e647d8165d13>

<https://winnersdrinkmilk.com/wp-content/uploads/2023/10/23-Elementary-School-Breakfast-NON-OVS.pdf>

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

Technical Assistance: CN Labels & Product Formulation Statements

Technical assistance was provided to the Food Service Director on obtaining proper crediting documentation from manufacturers.

CN Labels/PFS Fact Sheet: https://docs.google.com/document/d/1WO9wrDbYsNOaKQswE_6cGIVxdo9bQ3QTWQ--K07ReFk/edit

410. *Review Period- planned menu quantities meet the meal pattern requirements*

Technical Assistance: Production Records

On Tuesday, 1/9/24, the production record only stated 1/2 c of broccoli was served. However, additional production notes that staff keep in the kitchen indicated that a 1/2 c petite baby carrots was also served that day, but not documented on the production record. Technical assistance was provided to the Food Service Director while onsite. It was discussed that all food items served as part of the reimbursable meal must be documented on the production records daily.

501. *Cafeteria staff have been trained on OVS*

Technical Assistance: Documentation of Offer vs. Serve Training

As observed on the day of review, the cashiers had a clear understanding of Offer vs. Serve. However, OVS training documentation was not available for review. Technical assistance regarding the need for proper training documentation was



discussed with the Food Service Director. The training agenda template below can be used to document all staff training properly.

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:388c5cd8-5ecf-347a-8b54-a75f97924e16>

General Program Compliance - Maconaquah Elementary School (6035)

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

Technical Assistance: Food Safety Plan Resources

The SFA has a food safety plan that was put in place by the previous Director. Technical assistance was provided, and it was recommended that the current Food Service Director reviews the plan and updates it as needed to reflect their current operations.

IDOE School Nutrition Programs Food Safety webpage: <https://www.in.gov/doe/nutrition/food-safety/>

1408. *Temperature logs are available*

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs were unavailable for the milk coolers and refrigerated pass-thru.

Corrective Action:

The Cafe Manager immediately corrected the issue & implemented temperature logs for the units indicated. **No further corrective action is needed.**