



SNP Administrative Review Findings

Monroe Community Christian School Incorporated (1530310)

Program Year 2024

**Monroe Community Christian School
Incorporated (1530310)**
4000 East Moores Creek Road
Bloomington, IN 47401-8431

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Executive Contact
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Executive Director
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No. of Sites / Reviewed: 1 / 1
Month of Review: February 2024

Commendations

- * The SFA was receptive of all technical assistance provided by the SA during the review. They strive to continuously improve their program and were open to all suggestions.

Technical Assistance

- * Foods should be reheated the following day after they were originally served to ensure quality. Leftover foods should not be held until the end of the week and served.
- * While offering a variety of fruits and vegetables is wonderful, do not go overboard. On the day of review, three types of apples were served at lunch. Strive to offer a variety without being excessive.
- * Students should be empowered to be independent. Excessive measures were taken to ensure students would not spill their tray, including bagging all foods like chicken strips and Pop Tarts. When all foods are bagged, it detracts from the appearance of the food, not to mention the cost of bags, labor, and time. The SA suggests purchasing reusable trays, as they are much sturdier than foam disposable trays.
- * The breakfast cashier was provided technical assistance regarding 'items' at breakfast and how foods credit toward meal pattern requirements. They were requiring students to select more than the three required items. Correcting this misunderstanding will lead to a decrease in overall food costs and waste.
- * Whenever possible, staff should batch cook to ensure the freshest product.
- * The appearance of foods on the serving line would be greatly enhanced if all foods offered were not wrapped in clear bags or portioned into foam containers with foam lids.
- * If notes are written on income applications, ensure they are accurate.

Certification and Benefit Issuance - Monroe Community Christian School Incorporated (1530310)

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. Some students were certified for free meals incorrectly. Households that were directly certified as reduced were entered into POS as free.

Corrective Action:

Students receiving incorrect benefit must be sent a letter stating the decrease in benefit and given 10 days before the decrease is implemented. The SFA will submit, as corrective action, written procedures as to how they will ensure correct benefits are assigned to students in the future.



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Verification - Monroe Community Christian School Incorporated (1530310)

207. SFA completed verification and verified applications on file match FNS-742.

Summary of Verification Reviewed for SBOA

7 CFR Part 245.6(a) requires that each School Food Authority properly select and verify a sample of the approved free and reduced-price applications on file as of October 1 of each school year.

Verification procedure used: Standard

Number of applications on file as of October 1: 20

Number of applications selected for verification: 1

Number of additional applications verified for cause: 1

Number of applications with no response: 0

Number of applications with changes: 0

Number of verified applications reviewed by state agency staff during the review: 2

Corrective Action:

Based on the method and sample size selected, verification is considered complete, and no additional sampling is necessary.

Technical Assistance:

For more information on verification please go to: <https://www.in.gov/doi/nutrition/free-and-reduced-information/verification-and-direct-verification/>

Meal Counting & Claiming - Monroe Community Christian School Incorporated (1530310)

316. Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA

Finding 9000: Charge Policy

The Charge Policy does not state how negative funds will be restored to the non-profit school food service account if contacting households is not successful. Negative balances cannot be 'written off' and must be restored to the non-profit food service account using non-federal funds.

Corrective Action:

The policy must state how funds will be restored to the non-profit food service account when attempts made are unsuccessful. The written policy will be submitted as corrective action.

Technical Assistance:

The SFA does not deny students a meal if they do not have funds available; therefore, negative balances are likely to grow throughout the school year.

Resource Management Comprehensive Review - Monroe Community Christian School Incorporated (1530310)

758. SFA have a positive or zero balance in the nonprofit school food service account?

Finding 9000: Resource Management

Due to extenuating circumstances, Resource Management comprehensive review was not completed before the on-site portion of the review. Areas remaining: Non-Profit Food Service Account, Non-Program Food Revenue, and Indirect Costs.

Corrective Action:

The SFA was provided all comprehensive review questions before and during the on-site review. They will submit their responses to those questions as corrective action. Any fiscal action resulting from these responses will be addressed separately from the findings report.



Program Year 2024

General Program Compliance - Monroe Community Christian School Incorporated (1530310)

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

Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: outdated nutrition information for whole grain requirements and Smart Snack guidelines.

Corrective Action:

The SFA is required to review the resources provided below and make updates to ensure the policy meets all requirements. Please provide an updated Wellness Policy or a timeline for when the policy committee will review the policy and make updates, as required.

Technical Assistance:

Wellness Policy webpage: <https://www.in.gov/doi/nutrition/wellness-policies/>

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

Evaluation Checklist: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:c9ced4b1-e08e-44a0-be71-0b647e60b422>

Smart Snack guidelines: <https://www.fns.usda.gov/tn/guide-smart-snacks-school>

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 review and update of the local school wellness policy did not occur as required.

-The wellness committee did not contain all required stakeholders.

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.

-The LEA must permit participation by the general public and the school community in the review and update of the Wellness Policy. The policy must be re-assessed with input from all interested stakeholders as through the wellness committee. Provide documentation of notification used to inform households of the re-assessment of the local school Wellness Policy. Once the re-assessment occurs, provide documentation of the assessment.

Technical Assistance:

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

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

Technical Assistance - Training Tracking Log

Although the SFA only has a few food service staff members, best practice is to use a training tracking log to ensure all staff's training hours are accurately tracked, and one can easily see if training hours are still needed to meet annual requirements.



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School Incorporated (1530310)**

Program Year 2024

Covenant Christian School (C910)
4000 East Moores Creek Road
Bloomington, IN 47401-8431

Food Service Contact
Mrs. Shelly R Hunt
Executive Director
(812) 331-1907

Month of Review: February 2024

Date of Onsite Review: March 27, 2024

Meal Components & Quantities - Covenant Christian School (C910)

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Finding 9000: Grab and Go options not compliant for 9-12 meal pattern

On the day of review, two grab-and-go entree options were found to be non-compliant with the 9-12 meal pattern. The small pbj with cheese stick (2mm, 1g) and cheese stick, gogurt, cheez-its, goldfish (1.5mm, 2g) Additionally, if offered every day the grab-and-go entree options would not meet the minimum weekly requirements for K-8 meal pattern for grains.

Corrective Action:

The SFA must submit, in writing, their plan to correct the grab-and-go entree option so that the entrees are compliant with daily and weekly requirements for each grade grouping, K-8 and 9-12.

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

Finding 9000: Vegetable Sub-groups

For the week of review, the menu was not written to show compliance with vegetable sub-group requirements. However, production records proved compliance. For this reason, no meals will be disallowed.

Corrective Action:

The SFA will send one month of menus showing compliance with all meal pattern requirements, including vegetable sub-groups.

Technical Assistance:

The SFA is reminded to always plan menus to meet all meal pattern requirements.

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: the production records were incomplete and missing required information. Additionally, no attempt was made to comply with the different age/grade groupings served. The school serves K-12 from one kitchen. Production records must show students are served different serving sizes that comply with the appropriate age/grade.

Corrective Action:

As corrective action, completed lunch production records for one week must be submitted to the State Agency.

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

Finding 9000: Breakfast Cereal

Cereal served at breakfast did not meet meal pattern requirements, as the first ingredient was sugar. 80% of all grains served for the week must be whole grain. The other 20% must be enriched grain.

Corrective Action:



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A ready-to-eat (RTE) breakfast cereal must list a whole grain as the primary ingredient and the RTE cereal must be fortified. The SFA removed the non-compliant cereals from their breakfast and has discontinued using them. **No further action is required.**

Technical Assistance:

The SA provided technical assistance while on-site to explain what to look for on cereal labels to ensure compliance.

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

Finding 9000: Chef's Choice Day

During the week of review, a 'Chef's Choice Day' was on the menu for lunch. Since the menu must be written to show compliance, the SFA must menu a vegetable. Additionally, the 'Chef's Choice' entree did not meet meal pattern requirements for all age/grade groups served.

Corrective Action:

The SFA will submit one month of lunch menus showing compliance with all meal pattern requirements.