



SNP Administrative Review Findings
Program Year 2025

North Knox School Corporation (4315)

North Knox School Corporation (4315)

11110 N SR 159
Bicknell, IN 47512-8316

Food Service Contact

Ms. Terri L Roesler
Business Manager
(812) 735-4434
troesler@nknox.k12.in.us
FSMC: Aramark

Executive Contact

Dr. Darrel Bobe
Superintendent
(812) 735-4434
dbobe@nknox.k12.in.us

No. of Sites / Reviewed: 3 / 1
Month of Review: February 2025

Commendations

- * The staff were friendly and eager to learn. Staff were willing to work with reviewers to correct some issues when noted during the on-site review immediately.
- * The review documents were well organized.

Certification and Benefit Issuance - North Knox School Corporation (4315)

126. *Certification: selected applications correctly approved.*

Finding 9901: Selected applications correctly approved.

Multiple certification errors were determined during the review of applications.

- a) One application was missing a signature, which is considered an incomplete application.
- b) One student was incorrectly marked homeless and awarded the benefit without documentation.
- c) Carryover benefits for eight students did not expire at the end of the carryover period.

Corrective Action:

Corrections must be made to certification errors, and the households must be sent a letter notifying them of the change in eligibility. For additional corrective action, complete and provide the following:

- a) **Develop written procedures for conducting a second check of randomly selected meal applications and carryover benefits. Submit the established procedure and implementation date to the State agency.**
- b) **Provide documentation that corrected benefits have been updated in the point of sale.**
- c) **Provide copies of letters sent to the household notifying them of their benefit change.**

Technical Assistance:

Errors were reviewed with the determining official on the day of review. The sponsor is reminded that households must electronically complete and sign the applications. This should not be completed by the food service director (FSD).

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 (POS) Benefits Issuance document

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system (rosters, electronic POS system, etc.). Four students were determined to be free but issued reduced benefits.

Corrective Action:

The four students were overcharged for breakfast and lunch, and the student account needs a refund. The business manager submitted documentation to the reviewer demonstrating refunds for each student, showing that the benefit status had been changed to free, and household notification letters. The school food authority (SFA) completed the effective date waiver on March 28, 2025, and will continue to implement the waiver. **Therefore, an additional response is not required.**

Technical Assistance:

This finding and corrective action were discussed with the FSD and business manager during the review.



SNP Administrative Review Findings
Program Year 2025

North Knox School Corporation (4315)

Verification - North Knox School Corporation (4315)

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

Technical Assistance- Confirmation Review

A confirmation review was conducted; however, the determining official also conducted the confirmation review. 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).

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

Technical Assistance - Verification Sample Size

The SFA selected a larger sample size than required. Five applications were selected for traditional verification, while only four were required. Standard error-prone verification was required, and all error-prone applications were verified instead of 3%. The 3% should be selected from approved error-prone applications. In cases where there are not enough error-prone applications to comply with the required sample options, the LEAs must randomly select additional applications to fulfill the 3% requirement.

212. SFA met follow-up requirements if the household failed to respond to the verification request

Technical Assistance - Verification Follow-Up Requirements

SFAs are required to conduct at least one follow-up attempt when households selected for verification do not respond to the initial request. The follow-up attempt can be written or verbal. When household contact is made, detailed notes regarding the discussion should be documented and maintained. The date of contact, name of the household member contacted, and a description of the discussion should be documented and signed or initialed by the SFA staff member making contact.

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 decreased in a timely manner after the final verification decision.

- a) One household went from free to reduced. However, the SFA changed the benefit from paid.
- b) One household was supposed to decrease paid from free. However, the benefit was not changed.

Corrective Action:

The business manager submitted documentation to the reviewer demonstrating refunds for each student, showing that the benefit status had been changed to reduced, along with household notification letters.

For corrective action, the households with the lesser benefit, the SFA must send an adverse notification to the household. Submit a copy of the household letter and documentation that the benefit has been updated at the point of sale.

Resource Management Comprehensive Review - North Knox School Corporation (4315)

765. Adult Meals

Technical Assistance - Adult Meals for Nonprogram Staff

During the onsite review, it was observed that not all the program adult meals are tracked manually or by the software. Although the school allows program adults to have one free lunch meal when working, these meals must be tracked and used to assess the revenue for non-program foods.



SNP Administrative Review Findings
Program Year 2025

North Knox School Corporation (4315)

As a reminder, adults outside the food service daily operation would not be considered program adults. It was also observed that certain non-food service staff receive meals at no cost, and the meals are not being tracked. A procedure has not been established to ensure non-federal funds are correctly transferred to the non-profit school foodservice account to cover the cost of these meals. This was discussed with the school administration during the exit conference.

General Program Compliance - North Knox School Corporation (4315)

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 Communication

The SFA is required to inform and update parents, students, staff, and the community annually about the content of the local wellness policy. While the wellness policy can be found on the corporation website within the board bylaws and policies, the SFA is encouraged to make it available on the food service area of the website, where it is more easily accessible.

1403. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance - USDA Buy American Provision Updated Policy Guidance

USDA has recently updated guidance to program sponsors regarding Buy American requirements to become effective PY 2025-2026 school year.

For additional information, go here: <https://www.fns.usda.gov/cn/buy-american-provisions>.

To watch a recorded webinar on updates to the Buy American requirements, go here: <https://www.fns.usda.gov/cn/buy-american-provisions/webinar>.

To download a copy of the USDA Buy American tool, go here:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffns-prod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.



SNP Administrative Review Findings
Program Year 2025

North Knox School Corporation (4315)

**North Knox Intermediate School
(3545)**
11110 N SR 159
Bicknell, IN 47512-8316

Food Service Contact
Ms. Amber Lane
Head Cook
(812) 324-2290

Month of Review: February 2025

Date of Onsite Review: March 26, 2025

Other Federal Programs - North Knox Intermediate School (3545)

6. Day of review Menu, Meal Patterns, Production records.

Technical Assistance - Snack Service Production Records

Production records are completed daily, however, planned portion sizes are not recorded. Based on onsite observations, serving sizes for most snack items served during the month of review were able to be confirmed. However, it was determined that the 100% fruit juice served one day during the review period was a 4-ounce serving size, resulting in an insufficient serving size for fruit that day.

Moving forward, staff should record the planned portion size along with each food item on production records.

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Finding 9228: Afterschool Snack Program Monitoring

The SFA has not monitored this site's Afterschool Snack Program (ASSP).

Corrective Action:

Monitoring must be completed by someone not involved in the day-to-day operation of the ASSP. **For corrective action, the SFA must monitor the ASSP, and a copy of the completed monitoring form must be included in the submission of the corrective action. A timeline must also be submitted explaining when monitoring visits for the year will be conducted.**

Technical Assistance:

Afterschool Snack Program information and resources can be found here: https://www.in.gov/doe/nutrition/after-school-snack-program/#Operating_the_Program.

9. On-site observation – snacks properly prepared, held served and stored?

Technical Assistance - Snack Counting at the Point of Service

As a reminder, the daily snack count sheet should be completed as each snack is served to students. During the onsite review, the staff member serving snacks was observed distributing snacks to all children first and then completing the daily snack count sheet after service.

Meal Counting & Claiming - North Knox Intermediate School (3545)

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

Technical Assistance - 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 need for the use of overrides is due to the SFA's meal charge policy not being implemented as written. Once students reach the negative balance limit specified in the policy, the electronic POS system no longer allows meal charges. Students, however, continue to be



SNP Administrative Review Findings

North Knox School Corporation (4315)

Program Year 2025

served the regular reimbursable meal. The cashier was observed voiding transactions at the POS with the intent of manually adding the transactions after service. This practice not only creates an unnecessary burden for staff, but it also increases room for error in meal counting and charges to student meal accounts. It is recommended that the SFA review and update its meal charge policy and procedures to align with what is actually in practice.

Meal Components & Quantities - North Knox Intermediate School (3545)

400. Day of Review- all required meal components were available to all students during the entire meal service

Technical Assistance- Food Quality

During the on-site review, it was observed that the cheeseburgers being prepared were overcooked and were still planned to be served to students. Reviewers provided technical assistance to improve cooking methods and ensure food quality met standards. The FSD had staff prepare more cheeseburgers. Taste testing was conducted with the different batches of cheeseburgers, emphasizing the benefits of properly cooked food (improved flavor, texture, and increased student acceptance). Properly prepared food items support better nutrition intake and help encourage students to participate in the school meal program.

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

Technical Assistance- Raw Leafy Green Crediting

The kitchen manager was reminded that raw leafy greens are credited as half the volume served, e.g., ½ cup of raw leafy greens are credited as ¼ cup of the vegetable component. Some examples of raw leafy greens include kale, greens (e.g., beet, collard, mustard, and turnip), spinach, arugula, and lettuce (e.g., iceberg, romaine, bibb, red leaf, and spring mix).

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

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal for breakfast is not identified near or at the beginning of the meal service line.

Corrective Action:

Meal signage must explain to students what constitutes a reimbursable breakfast. During the on-site review, the reviewer provided signage. The FSD posted breakfast signage in the meal service areas. **Therefore, an additional response is not required.**

General Program Compliance - North Knox Intermediate School (3545)

901. On-site monitoring review(s) were completed prior to February 1

Finding 10164: Onsite Review Form

The onsite review form was not completed for any of the schools at the time of the Administrative Review. The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year. The on-site review occurred after February 1 without SA approval of an extension.

Corrective Action:

For corrective action, the SFA monitor must complete the on-site reviews for all the schools and submit copies of the on-site review forms to the State agency. Additionally, the monitor must submit a detailed timeline that outlines when each school's meal service will be reviewed for SY 2025-26.

Technical Assistance:

The on-site review forms can be found at

https://docs.google.com/document/d/1KKDtCZqDTHq0cwTn8nHEEOWHWD_UDjprHFRoHk4KTzc/edit?tab=t.0.



SNP Administrative Review Findings
Program Year 2025

North Knox School Corporation (4315)

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

Finding 10156: Posted Health Inspection

The posted health inspection was not the most current inspection.

Corrective Action:

The most current inspection was posted for public viewing on the day of the onsite review. The sponsor agrees to routinely maintain the public posting of the most current inspections. **Therefore, an additional response is not required.**

1408. *Temperature logs are available*

Finding 9000: Temperature Logs

Temperature logs for the walk-in freezer were not available for review. Furthermore, reviewed temperature logs were observed to be inconsistently completed. In the month of February, temperatures were only recorded for 4 days, and in January, only 2 days were recorded.

Corrective Action:

Temperatures must be monitored and logged daily for all refrigeration and freezer equipment, as well as the store room. **For corrective action, submit logs with at least one week of monitored temperatures to the State Agency.**

Technical Assistance:

Sample food safety logs can be found at the following website: <https://theicn.org/icn-resources-a-z/food-safety/>.

1409. *On-site or off-site storage violations were observed*

Technical Assistance - Storage violations were observed.

The reviewer provided onsite technical assistance regarding properly storing foods and food safety practices with the FSMC food service director, and issues were corrected during the onsite review.

The following storage violations and/or food safety issues were noted during the onsite review:

- a) Hairnets were worn improperly (not all hair was restrained). Staff immediately corrected during the onsite review.
- b) Staff consistently changed gloves but were observed not washing their hands in between uses. Staff should review local standard operating procedures for acceptable handwashing practices.
- c) Earrings do not follow SOP (they are large hoop earrings). Staff corrected during the onsite review.
- d) Products in the cooler have mold (tomatoes), and one product was beyond the best by date, showing signs of spoilage (romaine shredded). Food items were discarded immediately