

SNP Administrative Review Findings

Northeast School Corporation (7645)

Program Year 2019

Northeast School Corporation (7645)

406 North Vine Street
Hymera, IN 47855-5605

Food Service Contact

Dr. Mark A Baker
Superintendent
(812) 383-5761
FSMC: Sodexo

Executive Contact

Dr. Mark A Baker
Superintendent
(812) 383-5761

No. of Sites / Reviewed: 4 / 1
Month of Review: December 2018

Commendations

- * The cafeteria was bright, clean and full of nice marketing. The marketing promoted healthy eating and correct portion sizes to take from the fresh fruit and vegetable cart.
- * The kitchen staff was very eager and engaged to learn from the reviewer on reading recipes, completion of production records, and weights vs. measures.
- * The benefit issuance has been centralized since the last completed Administrative Review. This change led to less errors when processing and issuing benefits during the current Administrative Review. The Determining Official uses resources and reaches out to the State Agency regularly ensuring the process is being executed properly including the requirements of the Free and Reduced software.

Certification and Benefit Issuance - Northeast School Corporation (7645)

126. Certification Benefits/Issuance Review Method, applications correctly approved?

Finding 9901: Multiple applications were certified incorrectly or utilized incomplete information. *Repeat Finding

Multiple applications were certified incorrectly or utilized incomplete information. This contributed toward fiscal action calculations.

- Applications were accepted before July 1st
- Missing required information-last four digits of SSN
- Missing household members and income frequency

Corrective Action:

During the onsite review, the determining official made corrections to certification errors. The determining official will remind all secretaries that applications cannot be distributed or completed before July 1st. All applications will be checked for required information when processing. No further action required.

130. Household notification of denied benefits consistent with FNS requirements?

Finding 9021: Denial of benefits notification to household not consistent with FNS requirements.

Notification sent to denied households did not include reason for denial of benefits. Additionally, the Non-Discrimination statement is outdated.

Corrective Action:

The determining official has uploaded the IDOE template to each school site in the Free and Reduced software system to streamline the notification letters to meet all USDA guidelines. No further action required.

Verification - Northeast School Corporation (7645)

208. Confirmation Review – documentation on file, required procedures followed?

Finding 9038: Confirmation review required procedures not followed. *Repeat Finding

The SFA completed the confirmation reviews after verification was complete.

Corrective Action:

The confirmation official will review selected applications before households are contacted for verification documentation. The confirmation official will review the trainings posted on the IDOE website annually to stay updated with the guidelines for free and reduced. No further action required.

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209. *Review of verified applications – properly selected, replaced applications correctly, verified correctly?*

Finding 9042: Selected applications not verified correctly.

Based on the verified applications selected for review, the post verification determination was incorrect for one or more applications. SFA did not include all income sources for income calculations during Verification resulting in lesser benefits.

Corrective Action:

During the onsite review the verifying official sent a letter of adverse action to the household. When income documentation is reviewed the determining official will make sure each income is addressed and contact the household if further information is needed. The Verification Summary Report was updated January 18, 2019 by the verifying official. No further action required.

212. *Household failed to respond to verification request - SFA follow-up?*

Finding 9035: SFA did not follow up as required when households failed to respond to a Verification request.

No follow-up was conducted or documented for non-responders during the verification process.

Corrective Action:

The verification official will include a follow-up notification alert in an established calendar system as a reminder for documentation that hasn't been received. All follow-up will be documented and maintained. No further action required.

213. *SFA notice of adverse action - required information, appeal rights?*

Finding 9000: Post Verification Letters

SFA did not maintain post verification result letters that include adverse action sent to the household.

Corrective Action:

In the future, all notification and result letters pertaining to Verification will be retained with the application and documentation. No further action required.

214. *Student eligibility change due to verification – update Benefits Issuance list?*

Finding 9047: Change in benefit levels due to Verification results not changed within required timelines.

When a student's eligibility status changed due to verification, benefits were decreased before 10 calendar days from the final verification decision.

Corrective Action:

The verification official will contact the free and reduced software company to see if benefit change dates can occur automatically instead of manual for verification procedures. In the meantime, a calendar system will be utilized to track all benefit changes. No further action required.

Meal Counting & Claiming - Northeast School Corporation (7645)

314. *SFA following approved SFA-SA agreement?*

Finding 9000: Technical Assistance- CNPweb Application**Technical Assistance:**

Prior to the onsite review, the reviewer had the Food Service Director update the site applications to reflect the current site managers with contact information, Offer vs Serve for breakfast, ASSP start months with serving days, and grades at schools.

During the onsite review, the reviewer was informed the school corporation reconfigured buildings after a school closure that included changes to building site names and/or numbers. The reviewer worked with the Superintendent to get updated site information. The State Agency updated all site applications with the correct building names and site numbers.

General Program Compliance - Northeast School Corporation (7645)

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1007. *On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

Finding 9000: Local School Wellness Policy**Technical Assistance:**

The reviewer and Superintendent discussed required elements included in the Local School Wellness Policy, members to include on the wellness committee and public outreach. 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.

1216. *Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?*

Finding 9000: Technical Assistance- Topics for 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.

1400. *Food safety plan – contain required elements, copy available at each school?*

Finding 9143: A copy of the written food safety plan is not available at each school.

SFA has a food safety plan implemented and staff is practicing food safety in kitchens, but a written copy was not available at each school.

Corrective Action:

The Food Service Director is currently updating the food safety plan. Once the food safety plan is updated, the Food Service Director will place a copy in each school kitchen. No further action required.

Technical Assistance:

It is highly recommended to streamline the SOPs to better assist staff with the understanding of food safety.

1602. *On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?*

Finding 9000: Technical Assistance- SFSP Outreach**Technical Assistance:**

The Food Service Director and reviewer discussed how the SFA will provide information/resources to all households prior to the end of each school year informing them of local sites that provide meals under the Summer Food Service Program.

SNP Administrative Review Findings

Northeast School Corporation (7645)

Program Year 2019

Northeast Middle School (7925)

406 North Vine Street
Hymera, IN 47855-5605

Food Service Contact

Mrs. Phyllis Huff
Supervisor
(812) 397-5390

Month of Review: December 2018

Date of Onsite Review: January 16, 2019

Other Federal Programs - Northeast Middle School (7925)

8. Education or enrichment activities conducted?

Finding 9000: Afterschool Snack Program Schedule

Afterschool Snack Program (ASSP) is approved to regularly operate Monday - Friday on the CNPweb site application with the State Agency, however, the ASSP consistently does not follow the approved CNPweb application.

Corrective Action:

CNPweb applications must be revised to reflect correct serving days for ASSP. The Food Service Director updated all site applications for the ASSP January 18, 2019 after meeting with the ASSP coordinator and kitchen staff. Additionally, the FSD provided the ASSP coordinator and kitchen staff that all changes must be communicated and approved by the State Agency 30 days in advance. No further action required.

Technical Assistance:

Programs must be organized to provide children with regularly scheduled enrichment or educational activities in a setting that is structured and supervised.

Meal Components & Quantities - Northeast Middle School (7925)

402. DOR - quantities served meet daily meal pattern requirements for age/grade groups?

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals that contain insufficient quantities of meal components are incomplete and may not be reimbursable. Insufficient portion sizes observed on the Day of Review: Insufficient daily serving of grain for Garden and Chef Salads

Corrective Action:

At the time of the review, the staff increased the grain to meet a 1oz daily portion of grain. The FSD has provided training on meal planning to make sure all components are met for daily and weekly compliance. No further action required.

Technical Assistance:

The school was advised and given the opportunity to correct the insufficient quantity of 1 meal component before the meal service started.

410. Review period menus and production records - Quantities and meal pattern requirements met?

Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.

Production records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and may not be reimbursable.

Insufficient serving of weekly grain- Strawberry Parfait 5oz weekly for grain.

Corrective Action:

The meal planner has provided training to the kitchen staff that the strawberry parfait meal and salad meals needs to have an increase of grains to meet the weekly requirements. The FSD has a scheduled supervisor meeting monthly where production records, meal planning and recipes will be reviewed. No further action required.

SNP Administrative Review Findings**Northeast School Corporation (7645)****Program Year 2019****Technical Assistance:**

The school was provided technical assistance during the on-site visit.

Dietary Specifications - Northeast Middle School (7925)

603. *On-site portion of Dietary Specifications Tool completed, TA, CA required?*

Finding 9000: Standardized Recipes and Production Records

Standardized recipes are not being followed as written. Production records are not being updated when substitutions are made.

Corrective Action:

The FSD has scheduled a supervisor meeting to go over standardized recipes and production records. Additional training on the meal pattern software will be completed with all supervisors. No further action required.

Technical Assistance:

The reviewer provided onsite technical assistance for reading standardized recipes, how to document changes to production records and how to determine weight vs. volume.

General Program Compliance - Northeast Middle School (7925)

1105. *Foods sold to students during school day meet Smart Snacks standards?*

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

Some foods and beverages sold to students during the school day including a la carte foods and beverages sold during meal services do not meet Smart Snacks standards.

Corrective Action:

All beverages that did not meet requirements were sent to the high school. Snack items that were not whole grain have been marked for catering use only and will not be sold during the school day. The Food Service Director went over the ala carte book with the kitchen staff on the day of review that includes which products can be used for smart snacks. No further action required.

Technical Assistance:

The reviewer provided onsite technical assistance to the kitchen staff on how to determine if products are whole grain.

1407. *SFA written food safety plan implemented?*

Finding 9000: Technical Assistance- Visitors in the Kitchen Standard Operating Procedures**Technical Assistance:**

It was observed on the day of review that multiple visitors entered the kitchen directly behind the serving line during meal service. It is highly recommended that a SOP be developed on how to address visitors in the kitchen.

1411. *Did any review of products indicate violations of the Buy American provision?*

Finding 9000: Buy American Provision

Some non-domestic items were found during the onsite review. No documentation was on file to support non-domestic purchases.

Corrective Action:

The Food Service Director has contacted the compliance officer with the FSMC to get documentation to support non-domestic products. If no documentation is on file, the kitchen staff will order domestic products only. No further action required.