



## SNP Administrative Review Findings

### Program Year 2025

## Premier Arts Academy (9043)

### Premier Arts Academy (9043)

2721 Prairie Street  
Elkhart, IN 46517-2108

### Food Service Contact

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Director of food services  
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### Executive Contact

Kurt Weimer  
Director of operations  
(574) 971-2787  
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No. of Sites / Reviewed: 1 / 1

Month of Review: November 2024

### Commendations

- \* Food Service Director did a terrific job planning, organizing, and preparing for their Administrative Review. Staff were very professional and conscientious about meeting the School Nutrition Program Requirements.
- \* The foodservice staff interacted with the children and took pride in serving their students and teachers.
- \* The SFA had creative solutions to improve meal service by utilizing student ID meal cards by the service line. It increased speed of service and helped with access to meals.
- \* Considering this sponsor was operating with vended meals last year they have successfully implemented a self-operating foodservice system in a short amount of time.

### Technical Assistance

- \* Income for two meal applications was calculated incorrectly due to clerical error; however, the miscalculation did not affect eligibility. Consider implementing a double-check of a sample of applications beyond the minimum required for the verification confirmation review.
- \* A modified meal as specified in the prescribed/signed medical statement is not required to meet the meal pattern but is considered reimbursable when accommodated as written. Sponsors cannot delay implementation until they receive the medical statement and must accommodate the student as soon as possible.

If a medical statement is not immediately provided, the sponsor must document the initial interaction with the household and should document all attempts to contact the household regarding obtaining a medical statement.

When the medical statement is required, it must include the following:

Information about the child's physical or mental impairment that is sufficient to allow the sponsor to understand how it restricts the child's diet;

An explanation of what must be done to accommodate the child's disability; and the food or foods to be omitted and recommended alternatives, in the case of a modified meal.

Sample medical statement form: <https://www.in.gov/doe/files/Medical-Statement-Form-06.28.2022.pdf>

### Verification - Premier Arts Academy (9043)

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 post verification determination was incorrect for one application.

#### Corrective Action:

Change benefit from reduced to free, send documentation of letter home and reimburse the household. SFA was instructed to update their Verification Report with the State Agency. **Corrected on-site, no further action is necessary.**

#### Technical Assistance:

The SFA mis-read a pay stub as being weekly instead of bi-weekly. Consider implementing a double-check when calculating income for applications selected for verification.



**SNP Administrative Review Findings**  
**Program Year 2025**

**Premier Arts Academy (9043)**

**Resource Management - Premier Arts Academy (9043)**

*705. SFA have internal controls to ensure only allowable costs charged?*

**Finding 9000: Financial Management for Recovery of Bad Debt**

Although the school is new to USDA child nutrition programs as of the 2023-2024 school year, the amount of student and adult meal debt is nearing \$5,000; nearly \$4,500 in student debt and \$500 in adult unpaid meal charges. While the school has an Unpaid Meal Policy, it is not being followed as written.

**Corrective Action:**

Please update the Unpaid Meal Policy to include the following:

- a) The policy must state that the loss will not be absorbed by the non-profit school foodservice account and will be restored using non-federal funds after the debt is deemed unrecoverable, normally annually. Specify which fund source will be used for the transfer and retain documentation of the transfer out of the account and into the food service account.
- b) Provide documentation that the policy has been written and communicated with stakeholders.
- c) Additional financial controls to include and implement with this policy:
  - a. Physical controls need to be established and implemented for inventory security for foods purchased with school nutrition program funds
  - b. Internal controls need to be established for cash handling, invoice approval for allowable costs, and a check of revenue and expenditure entries in non-profit foodservice accounting system provide documentation. Provide controls and proof of staff training as corrective action.

**General Program Compliance - Premier Arts Academy (9043)**

*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://www.fns.usda.gov/cn/buy-american-provisions>.

**Reference:**

SFAs need to be cognizant of the newly released requirements and hold food vendors and buying coops accountable when making food purchases. While this will not be a finding at this time, please strive to menu foods produced and manufactured in the USA with the understanding that in the future there will be a cap on the amount of school nutrition funds that can be used for buying products not domestically produced.



## SNP Administrative Review Findings

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### Program Year 2025

#### Premier Arts Academy (9042)

2721 Prairie Street  
Elkhart, IN 46517-2108

#### Food Service Contact

Stephanie J Slagel  
Director of food services  
(574) 917-2787

Month of Review: November 2024

Date of Onsite Review: December 18, 2024

### Meal Components & Quantities - Premier Arts Academy (9042)

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 following insufficiencies were noted:

The minimum weekly Beans/Peas (Legumes) requirement was not met.

#### **Corrective Action:**

**As corrective action, provide revised menus showing the meal pattern is met for the daily and weekly requirements for each grade group being served. Additionally, 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 - Premier Arts Academy (9042)

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

#### **Technical Assistance: Storage violations were observed.**

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Temperature control for refrigerator, freezer, and dry storage will be important if the school participates in the USDA Foods program in the future. All food must be stored at least 6 inches off the floor. The food storage facility should be clean and organized. Canned goods must be free from bulges, leaks and/or dents. Chemicals must be clearly labeled and/or stored away from food and food-related supplies. Open bags or boxes of individual food should be date marked and stored in containers with lids or boxes that can be closed. The First In, First Out (FIFO) inventory management method should be used.