

SNP Administrative Review Findings

St Lawrence School (K055)

Program Year 2019

St Lawrence School (K055)

2801 E 16th Street
Muncie, IN 47302-4719

Food Service Contact

Mrs. Karen L Albertson
Cafeteria Manager
(765) 282-9353
FSMC: Chartwells

Executive Contact

Mr. Rob Frey
Principal
(765) 282-9870

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

Certification and Benefit Issuance - St Lawrence School (K055)

123. On-site observation validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions?

Finding 9000: Hearing Official

Technical Assistance:

Please be advised that an individual not involved with the application approval/benefit determination process must be designated as the Hearing Official.

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

Finding 9000: Technical Assistance- Case Number Applications

Technical Assistance:

Whenever a Free and Reduced Application with a Case Number is not found in the STN Application Center, it is recommended that the SFA contact the household and/or verify the application for-cause.

128. Correct conversion factors used for applications with more than one income frequency?

Finding 9000: Technical Assistance- Income Frequency

Technical Assistance:

Whenever only one income frequency is reported on a Free and Reduced Application, the income must not be converted to annual income.

Verification - St Lawrence School (K055)

208. Confirmation Review – documentation on file, required procedures 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:

The manager understands that in the future a confirmation review will always be conducted during the verification process. No further action required.

Technical Assistance:

Technical assistance was provided regarding this finding.

General Program Compliance - St Lawrence School (K055)

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

Finding 9000: Technical Assistance- Local Wellness Policy Assessment

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The wellness assessment is used to document your school's progress in meeting the expectations of the school's wellness policy. Schools should document the steps that have or will be taken.

*1211. Validate OFS #1201 - SFA employee count***Finding 9000: Designation of Program Director****Technical Assistance:**

Per professional standards requirements, one person must be designated as the program director. The individual(s) who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program is generally considered the school nutrition program director. Depending on the size of the school nutrition operation, these program responsibilities may be divided into one or more positions. Only the person who performs the majority of these duties must meet the training standards for program directors, which is 12 hours per year. The training standards are intended to ensure that the person responsible for the school nutrition program, regardless of position title, has the knowledge and skills to manage the program as required. Please see <https://www.doe.in.gov/sites/default/files/nutrition/sp-38-2016-updates-highlighted-green-5162018.pdf> for more information.

*1219. Validate OFS #1209 - Employees outside of the School Nutrition Program with School Nutrition Program duties receive training?***Finding 9000: Regular Volunteer's Annual Training**

Manager was not aware that her two regular volunteers who help serve the lunch and substitute for her during an absence were required to complete annual training hours.

Corrective Action:

The manager understands that beginning immediately these volunteers will be trained with at least 4 hours annually. No further action required.

*1501. Records retained for 3 years?***Finding 9000: Charge Policy Minimal Requirements**

The SFA charge policy does not contain the minimum requirements.

Corrective Action:

Please submit a copy of your revised charge policy which contains the minimum requirements.

The policy should address at the minimum:

- Charging limits – should spell out whether your SFA allows charging or not and, if your SFA allow charging, what the limit is.
- Alternative meals – will your SFA be providing an alternative meal or not, will it be charged at a lower cost or not, will it be reimbursable or not?
- Debt collection – explain how your SFA will attempt to collect the debt, and what point it will be determined uncollectible. Additionally but not spelled out as required, it should have some kind of time frame for when your SFA will review uncollectible debt and, if necessary, make a fund transfers from a nonfederal source will take place to cover the cost of the uncollectible debt. While USDA recommends this be done annually, it could be done within another timeframe such as every two years, monthly, semi-annually, etc.

Lastly, your SFA must communicate this policy with all households annually and with any newly enrolled households throughout the year. Your SFA should also send a reminder of the policy to households when your SFA are having to apply the policy to a particular situation.

Technical Assistance:

The policy should address at the minimum:

- Charging limits – should spell out whether your SFA allows charging of meals or not and, if your SFA allows charging, what the limit is.
- Alternative meals – will your SFA be providing an alternative meal or not, will it be charged at a lower cost or not, will it be reimbursable or not?
- Debt collection – explain how your SFA will attempt to collect the debt, and what point it will be determined uncollectible.

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Additionally, the policy should detail the time frame for when your SFA will review uncollectible debt and, if necessary, make fund transfers from a non-federal source to cover the uncollectible debt. While USDA recommends this be done annually, it could be done within another timeframe such as every two years, monthly, semi-annually, etc.

Lastly, your SFA must communicate this policy with all households annually and with any newly enrolled households throughout the year. Your SFA should also send a reminder of the policy to households as is deemed necessary.

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

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

This SFA does not participate on the SFSP. Reviewer discussed with the manager that some kind of annual outreach still needs to be completed and suggested to notify the households/students (at the end of the school year) of the SFSP service sites in Delaware County.

SNP Administrative Review Findings

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St. Lawrence School (A790)

2801 E 16th Street
Muncie, IN 47302-4719

Food Service Contact

Mrs. Karen L Albertson
Cafeteria Manager
(765) 282-9353

Month of Review: December 2018

Date of Onsite Review: January 16, 2019

Meal Components & Quantities - St. Lawrence School (A790)

403. DOR - two varieties of milk available, allowable substitutions?

Finding 9000: Milk Substitutions

Currently any student requiring a milk substitution is being required to pay extra for their specific milk. Per regulations, any student with a documented milk allergy or intolerance must be provided a nutritionally equivalent milk substitute at no cost to them.

Corrective Action:

The manager will immediately stop charging students with a milk intolerance or milk allergy. No further action required.

Technical Assistance:

Technical assistance was provided regarding this specific finding and reference handouts were given to the manager.

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

Finding 9000: CN Label or Product Formulation Statements *Repeat Finding

On all applicable food items the CN Labels or Product Formulation Statements are not being obtained/read and kept on file from the vendor to ensure that the meal pattern requirements are being met.

Corrective Action:

The manager stated that in the future the CN Labels or Product Formulation Statements will be obtained and read to ensure meal pattern requirements are being met. No further action required.

Technical Assistance:

Technical assistance was provided regarding this finding.

General Program Compliance - St. Lawrence School (A790)

1407. SFA written food safety plan implemented?

Finding 9000: Implementation of the food safety plan

The food safety plan has not been implemented.

Corrective Action:

The manager stated the food safety plan will be implemented immediately. No further action required.