

**SNP Administrative Review Findings**

**Triton School Corp (5495)**

*Program Year 2024*

**Triton School Corp (5495)**

100 Triton Drive  
Bourbon, IN 46504-1801

**Food Service Contact**

Mrs. Margo Lemler  
Cafe Manager  
(574) 342-2255  
mlemler@triton.k12.in.us

**Executive Contact**

Mr. Jeremy K Riffle  
Superintendent  
(574) 342-2255  
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No. of Sites / Reviewed: 2 / 1  
Month of Review: March 2024

**Certification and Benefit Issuance - Triton School Corp (5495)**

*134. Direct Certification matches were performed according to the required timeframes*

**Technical Assistance: Timing of Direct Certification Matches**

The SFA performs the 3 required DC matches each year. It is recommended to pull new DC matches monthly in order to identify as many new students as possible and/or identify any benefit status increases, such as from Medicaid-Reduced to Medicaid Free or SNAP Free, in a timely manner throughout the school year.

*210. Direct Verification of selected applications was conducted according to requirements*

**Technical Assistance - Direct Verification of Selected Applications**

It was noted that the SFA did not attempt to directly verify selected applications. After applications are pulled for verification and the confirmation review has been conducted, the SFA should attempt to directly verify the application using the Direct Verification feature within CNPweb. If the application can be directly verified for the benefit approved on the application, save the printout, or take a screen shot and retain it with the verification documents. This process eliminates the need to contact the household for additional information. If the application cannot be directly verified, then follow the normal process of verification by sending the notification letter.

**Meal Counting & Claiming - Triton School Corp (5495)**

*313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

**Technical Assistance: Meal Charging Policy & Bad Debt Outreach**

The school corporation has a board policy in place (po8500-Food Service Program) which addresses meal charges & bad debt, among other food service guidelines. It is not easily located on the website. Information related to meal charges & bad debt should be communicated to households annually, such as in a back-to-school notification from the food service department or included in student handbooks.

**General Program Compliance - Triton School Corp (5495)**

*808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements*

**Technical Assistance: Timing of Civil Rights Training**

Civil rights training for food service staff was completed & documented; however, it is recommended to complete the training before program operations begin each year versus waiting until after the school year begins.

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**Triton School Corp (5495)**

810. *The USDA non-discrimination statement is on appropriate Program materials*

**Technical Assistance: Link to Full Nondiscrimination Statement on Food Service/Menus Webpage**

A link to the USDA's full nondiscrimination statement needs to be included on the Food Service/Menus webpage. It is recommended to include it in the "Important Links" section. The statement can be found here:

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>

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 Triennial Assessment & Outreach**

Technical assistance was provided to the Food Service Director, Superintendent, and Business Manager regarding the need to complete the formal triennial assessment and post the results of the assessment on the corporation website. It is recommended to post the assessment in the "Important Links" section under the current Wellness Plan link on the Food Service/Lunch Menus webpage.

Triennial Assessment Template: <https://www.in.gov/doe/files/triennial-assessment-template.pdf>

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

**Technical Assistance: Timing of & Documentation of Staff Training**

The Food Service Director was reminded that food service staff need to be trained on Offer vs. Serve prior to program operations beginning, not after the school year has started. In addition, all topics covered during any staff training need to be documented on the agenda. The training agenda template below can be used:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:388c5cd8-5ecf-347a-8b54-a75f97924e16>

SNP Administrative Review Findings

Triton School Corp (5495)

Program Year 2024

**Triton Elementary School (5922)**

100 Triton Drive  
Bourbon, IN 46504-1801

**Food Service Contact**

Mrs. Margo Lemler  
Food Service Director  
(574) 342-2355

Month of Review: March 2024  
Date of Onsite Review: April 3, 2024

**No Assigned Module - Triton Elementary School (5922)**

*1. Pre-K Meal Pattern Checklist*

**Technical Assistance: Pre-K Point-of-Service**

The Food Service Director was provided technical assistance related to verifying the Pre-K point-of-service for lunch in the classroom. Currently, the teacher hands a stack of scannable ID cards to the food service staff member who delivers & serves the meals to the classroom before the meals have been served. The Field Specialist explained that the food service staff member must collect the ID cards after she has confirmed that each student has been served a reimbursable meal with all components. The Food Service Director implemented the new process the next day while the Field Specialist was onsite.

**Meal Components & Quantities - Triton Elementary School (5922)**

*500. Day of Review- Offer vs. Serve was properly implemented*

**Finding 9078: School is not properly implementing Offer vs. Serve.**

As observed on the Day of Review, one cashier did not demonstrate a clear understanding of OVS and its requirements. The Field Specialist had to point out that 3 students did not have at least one fruit or vegetable on their tray & needed to return to the service line before the meals could be considered reimbursable. It was noted that the cashier on this line was a substitute for the day.

**Corrective Action:**

Technical assistance was provided to the substitute cashier and Food Service Director while onsite. It was noted that the substitute does not normally fill in for the cashier position. The Food Service Director verbally acknowledged that this substitute will not fill in for the cashier position until Offer vs. Serve training has been completed. All substitutes will be required to complete the same food service staff training, including Offer vs. Serve, annually moving forward. **No further corrective action is needed.**