



## SNP Administrative Review Findings Program Year 2025

## Washington Community Schools (1405)

### Washington Community Schools (1405)

301 East South Street  
Washington, IN 47501-3224

No. of Sites / Reviewed: 6 / 2  
Month of Review: February 2025

### Food Service Contact

Mrs. Carrie Alford  
Business Manager  
(812) 254-5536  
calford@wcs.k12.in.us  
FSMC: Sodexo

### Executive Contact

Mr. Kevin Frank  
Superintendent  
(812) 254-5536  
kfrank@wcs.k12.in.us

### Commendations

- \* The staff did a great job organizing and preparing for the Administrative Review. In addition, all staff were available and eager to learn throughout the day while the review was conducted.
- \* A nice variety of entree options are offered to students.

### Technical Assistance

- \* **FSMC Oversight:** The school corporation must ensure the corporation employee overseeing the FSMC contract has a strong working knowledge of USDA programs. The School Food Authority (SFA) must review all documentation related to services provided by the FSMC, including but not limited to the following: reviewing the itemized monthly statements to ensure there are no questionable or unallowable charges billed to the food service account, reviewing the SFA's available USDA Foods for use in menus to ensure the corporation is getting full value from the use of commodities in reimbursable meals and not used for other activities, inspecting all kitchens regularly to ensure foods are stored properly, rotated on FIFO, and secured from theft and spoilage. The following items were recommended to the SFA regarding FSMC billing:

For accuracy, the SFA should create a standard operating procedure to review every monthly itemized, detailed billing and immediately implement the procedure moving forward.

The SFA should determine approval procedures for FSMC travel, employee recognition programs, timekeeping records, and/or shared labor between SFAs.

The SFA should receive training on how to read the reports provided by the FSMC.

### Resource Management - Washington Community Schools (1405)

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

#### Finding 9000: Unallowable Costs

The FSMC is charging the SFA a cell phone fee. The cell phone contract is not in the name of the SFA. Therefore, this is considered an unallowable expense.

Additionally, the FSMC is directly charging labor for a database specialist who is not an on-site employee and who serves a number of other school districts. As stated in the signed SFA/FSMC contract, direct labor costs are limited to on-site employees who are responsible for the management, preparation, service, and cleanup of meals. Therefore, any labor that is not on-site employee labor is considered an unallowable direct cost. The wages for the database specialist should be covered by the administrative and management fees.

Finally, based on the documentation provided, it was determined that the FSMC billed the SFA for a greater number of meal equivalents than allowed, leading to an overcharge of \$67.27.

#### Corrective Action:

For corrective action, complete the following:

- Both the cell phone and database specialist wage charges in the current 24/25 school year must be restored to the Non-Profit School Food Service Account. The SFA must determine the exact amounts charged for this school year and submit the calculation and proof of restoration as corrective action. Moving forward, the FSMC may no longer charge these fees to the school corporation.
- The SFA must submit documentation demonstrating that the overcharged amount on the February invoice was not paid to the FSMC.



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

**Washington Community Schools (1405)**

**Technical Assistance:**

Additional information regarding allowable and unallowable costs is available here:

<https://docs.google.com/document/d/1hdASqgEzGILI-U8c683HL3aawo2EeOJs3gTRk-snmdQ/edit?tab=t.0>.

**General Program Compliance - Washington Community Schools (1405)**

*1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements*

**Finding 10140: Wellness Policy Review and Update**

The results of the most recent assessment of the local school wellness policy is not available to the public.

**Corrective Action:**

The results of the most recent assessment were posted on the school website under the Food Service page during the review. **Therefore, no further action is required.**

**Technical Assistance:**

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.

*1401. SFA-contracted and/or self-operated warehouses are storing all foods (commercial and USDA) properly*

**Finding 9144: SFA-contracted and self-operated warehouses are not storing all foods (commercial and USDA) properly. \*Repeat Finding**

The SFA must ensure that all its contracted and self-operated warehouses are storing foods properly. Violations observed: All food is not stored at least 6 inches off the floor and items in dry storage were not properly date marked ensuring the First In, First Out (FIFO) inventory management method is being used.

**Corrective Action:**

**For corrective action, the SFA must submit photographic proof that items in the self-operated warehouse freezer are stored at least 6 inches off the floor and that items in dry storage are date marked.**



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

**Washington Community Schools (1405)**

**Veale Elementary School (1105)**

301 East South Street  
Washington, IN 47501-3224

**Food Service Contact**

Mrs. Beth B Milton  
Cafeteria Manager  
(812) 254-3968

Month of Review: February 2025

Date of Onsite Review: March 11, 2025

**General Program Compliance - Veale Elementary School (1105)**

*1300. Potable water is free and available to all students during lunch and breakfast*

**Technical Assistance: Free Water at Breakfast**

Free potable water is available to students at breakfast via a water fountain in the hallway. However, a water dispenser and cups are made available to students during lunch service. It is recommended to be consistent and use the water dispenser and cups at breakfast as well.



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

**Washington Community Schools (1405)**

**YMCA of Daviess County (101485)**

301 East South Street  
Washington, IN 47501-3224

**Food Service Contact**

Mrs. Miranda Mandabach  
Kids Program Director  
(812) 254-4481

Month of Review: February 2025

Date of Onsite Review: March 10, 2025

**Other Federal Programs - YMCA of Daviess County (101485)**

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

**Technical Assistance: Food Storage**

The refrigerator used to store items for snack service had spilled juice on the bottom. All areas where food is stored should be kept clean and free of debris.