

**SNP Administrative Review Findings****Adams Central Community Schools (0015)***Program Year 2023***Adams Central Community Schools (0015)**222 W Washington St  
Monroe, IN 46772-9436**Food Service Contact**Ms. Michele Barger  
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mahaffey@accs.k12.in.usNo. of Sites / Reviewed: 3 / 1  
Month of Review: February 2023**Certification and Benefit Issuance - Adams Central Community Schools (0015)***126. Certification: selected applications correctly approved***Finding 9017: Correct implementation of application approval process**

The application approval process is not implemented correctly. An employee tasked with approving meal applications applied for their own student and then processed and approved the application. This is the one application that was noted as being approved incorrectly. Notification of adverse action was sent to the household and the benefit was changed after the 10 day period.

**Corrective Action:**

The lack of internal controls as related to the meal application approval process was discussed with the Superintendent, Food Service Director, and Corporation Treasurer. All verbally acknowledged that they understood that an employee submitting a meal application for their student cannot also approve their own meal application. At the time of the onsite review, the employee no longer worked at the school. Staff responsible for approving meal applications will be retrained on the process prior to the '23-24 school year. If implemented as agreed upon, no further corrective action is needed.

*128. Correct conversion factors used for applications with more than one income frequency***Finding 9019: Incorrect conversion factors used when processing applications**

One application was incorrectly determined due to the improper use of conversion factors. The household was approved for free meals but should have been denied. For applications that indicate more than one income frequency, the SFA must use the following conversion factors to determine monthly household income: weekly – times 52; bi-weekly – times 26; twice per month – 24; and monthly – times 12.

**Corrective Action:**

Technical assistance was provided to staff during the onsite review to ensure that the conversion factors are used correctly when an application indicates more than one income frequency. No further corrective action is needed.

**Verification - Adams Central Community Schools (0015)***208. Documentation demonstrates a confirmation review was conducted and required procedures were 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 Superintendent, Food Service Director, and Corporation Treasurer were provided technical assistance on the entire Verification process, including selecting the proper sample size, conducting the confirmation review, and completing the process by November 15th. All verbally acknowledged understanding of the correct Verification process and will adhere to it moving forward. If implemented as agreed upon, no further corrective action is needed.

**Technical Assistance:**

Verification Webpage: <https://www.in.gov/doi/nutrition/free-and-reduced-information/verification-and-direct-verification/>

Verification Process Quick Guide:

<https://docs.google.com/presentation/d/1drW0hi1KwCrJSD3xDLJMLX8hYdNIZRjaptlqdwAVIaM/edit#slide=id.p1>

Verification How-To: [https://docs.google.com/document/d/1k2SleVd6qN9NNMT-hBbRQtLiED2TkirtEN5nvrF\\_bOM/edit](https://docs.google.com/document/d/1k2SleVd6qN9NNMT-hBbRQtLiED2TkirtEN5nvrF_bOM/edit)

Verification Tracking Spreadsheet:

[https://docs.google.com/spreadsheets/d/1KQMvzlrYU\\_k2Kukk0Wq6EVU1oVu1ov9W\\_WQXyqW-PLQ/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1KQMvzlrYU_k2Kukk0Wq6EVU1oVu1ov9W_WQXyqW-PLQ/edit?usp=sharing)

209. *Verified applications were properly selected, correctly replaced (if necessary), and correctly verified*

**Finding 9039: Applications not properly selected for verification.**

The applications selected for verification were not appropriately selected for the sample size option used. The SFA initially pulled one application for verification then realized in December that they should have pulled two applications.

**Corrective Action:**

See Finding 9037.

211. *SFA's verification notification letter included all required information*

**Technical Assistance: Outdated Verification Letter Templates**

Field Specialist reviewed the current Verification letter templates with the SFA. It is recommended to annually update the letter templates within MealTime to the current program year Verification letter templates. These are made available at the start of each Verification season through the weekly newsletter and posted to the IDOE School & Community Nutrition Verification webpage: <https://www.in.gov/doi/nutrition/free-and-reduced-information/verification-and-direct-verification/>

215. *SFA completed verification by November 15*

**Finding 9048: Verification not completed by November 15.**

For the current school year, the SFA did not complete its Verification process prior to November 15. The SFA did not have an extension approved by the SA.

**Corrective Action:**

See Finding 9037.

**Meal Counting & Claiming - Adams Central Community Schools (0015)**

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

**Finding 9007: Meal Counting and Claiming information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Meal Counting & Claiming procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: improper point-of-service during the Elementary School's lunch period. Student ID cards were scanned, and meals were recorded by the cashier before students even obtained a meal. Though service line staff verified students were taking the required components for a reimbursable meal, the cashier must ensure a student has a reimbursable meal in hand before recording it in the point-of-sale system. Although the point-of-service for the Elementary was incorrect, the MS & HS was operating in compliance.

**SNP Administrative Review Findings**  
*Program Year 2023***Adams Central Community Schools (0015)****Corrective Action:**

Technical assistance on the issue was provided to the Superintendent, Food Service Director, and Corporation Treasurer. As immediate corrective action, the SFA was provided time to retrain food service and teaching staff regarding the correct point-of-service procedure. It was agreed upon that training would take place the week of March 13-17, 2023, and the new lunch process would begin March 20, 2023. An unannounced, follow-up visit was conducted on May 11, 2023, where the Field Specialist confirmed that staff had been retrained and the proper point-of-service was being implemented. No further corrective action is needed.

**General Program Compliance - Adams Central Community Schools (0015)**

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

**Technical Assistance: Special Dietary Needs Info**

Technical assistance was provided to the FSD to ensure information related to an individual student's special dietary needs is safe-guarded and not displayed out in the cafeteria.

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

**Technical Assistance: Organization of Training Documentation**

The FSD was reminded to keep professional standards training info organized so year-to-date hours can be easily tracked. This will help ensure each employee meets the annual requirements.

IDOE Training Tracker: <https://www.in.gov/doi/files/copy-professional-standards-tracking-idoe-final.xlsx>

*1400. The written food safety plan contains required elements and a copy is available at each school*

**Technical Assistance: Food Safety Plan**

Several food safety plan templates utilized over the years were provided for review. The FSD was provided technical assistance on having one cohesive food safety plan to follow. It was recommended to review the templates during the PY23-24 & condense/streamline them to reduce duplicate information.

**SNP Administrative Review Findings**

**Adams Central Community Schools (0015)**

*Program Year 2023*

**Adams Central Elementary (0020)**

222 W Washington St  
Monroe, IN 46772-9436

**Food Service Contact**

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Month of Review: February 2023

Date of Onsite Review: March 9, 2023

**Meal Components & Quantities - Adams Central Elementary (0020)**

*402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

**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. Insufficient portion sizes observed on the Day of Review: only 1/2 green beans were served to the elementary students in grades PK-5. A minimum of 3/4 c of vegetable must be served daily.

**Corrective Action:**

The lunch meal pattern was reviewed with the FSD. The menu cycle was updated to ensure at least 3/4 cup of vegetable is planned and served daily. No further corrective action is needed.

*410. Review Period- planned menu quantities meet the meal pattern requirements*

**Technical Assistance: Production Records**

Technical Assistance was provided to the FSD on some areas of production records (serving sizes, planned servings, prepared servings, total purchase units), as well as weight vs volume measurements, and standardized recipes.

*410. Review Period- planned menu quantities meet the meal pattern requirements*

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

Production records were analyzed 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. The daily vegetable serving size was insufficient. The fruit serving size was insufficient on Tuesday, 2/21; 1/2 orange = 1/4 c fruit.

**Corrective Action:**

The menu cycle was updated to ensure at least 3/4 cup of vegetable and 1/2 c of fruit is planned and served daily at lunch. No further corrective action is needed.