

SNP Administrative Review Findings

Alexandria Community School Corp (5265)

Program Year 2024

Alexandria Community School Corp (5265)

800 N. Central Ave.
Alexandria, IN 46001-2044

Food Service Contact

Mrs. Sandra D Fisher
Food Service Director
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Executive Contact

Ms. Melissa Brisco
Superintendent
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No. of Sites / Reviewed: 3 / 1
Month of Review: January 2024

FSMC: Chartwells

Commendations

- * The food service staff did a good job planning, organizing, and preparing for their 2024 Administrative Review. Staff were very conscientious about meeting the School Nutrition Program Requirements and implementing changes as needed.

Certification and Benefit Issuance - Alexandria Community School Corp (5265)

126. Certification: selected applications correctly approved. This serves as a reminder to the reviewer that FA must include the MOR and the Month of the on-site review.

Technical Assistance Free/Reduced Applications with Zero Income or Unverifiable Case Numbers

When a free/reduced application has either zero income or an unverifiable case number, initially they are to be approved at face value but then verified for cause. Applications with valid case numbers should eventually be showing up on direct certification rosters.

Verification - Alexandria Community School Corp (5265)

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 two applications.

Corrective Action:

Page 28 of the Eligibility Manual for School Meals Determining and Verifying Eligibility has the following instructions for processing military applications:

Military Benefits

For non-deployed service members, income includes benefits paid directly to the servicemember, such as food and clothing allowances. Income also includes housing allowances for households living off-base in the general commercial or private real estate market.

For deployed service members, income only includes the portion of a deployed service member's income made available to the household by the deployed service member, (or on their behalf). For more information, see: SP 06-2010, CACFP 03-2010, SFSP 04-2010: Exclusion of Military Combat Pay, <https://www.fns.usda.gov/cacfp-03-2010r-exclusion-military-combat-pay>

In the same manual on page 24, "Gross earned income means all money earned before deductions such as income taxes, employee's Social Security taxes, insurance premiums, and bonds."

For corrective action, confirm that the verified applications were corrected and the eligibility status updated, where appropriate. Confirm the appropriate forms of income will be handled correctly using the guidance from the Eligibility Manual for School Meals Determining and Verifying Eligibility. Upload a copy of the 2024 verification summary report to ensure that it has been resubmitted correctly.

Technical Assistance:

A technical assistance was conducted on this finding during the onsite verification review.

213. SFA's notice of adverse action contained all required information, including notification of appeal rights

Finding 9000: Notice of Adverse Action Letter

The SFA was not able to locate a copy of the adverse action letter sent to the household who did not respond to the

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verification notification letter and follow up. Therefore, the field specialist was not able to verify whether all required information such as the notification of appeal rights was included.

Corrective Action:

Develop a standard operating procedure on requiring keeping a copy of all correspondence notification letters with households regarding free and reduced Upload a copy of the written procedure into the review tool

Technical Assistance:

A technical assistance was conducted while onsite.

214. *Updates to the Benefits Issuance list were made in the appropriate timeframes when verification resulted in changes to student eligibility*

Finding 9046: Change in student benefit levels due to Verification results not updated as required.

For students whose eligibility changed due to verification, the SFA did not update the eligibility status on the benefit issuance document(s) according to regulations. According to the software notes a final follow-up notice was sent on 11/28/23, but the status was not changed in the POS until 1/10/24.

Corrective Action:

Develop and implement a standard operating procedure on following correct procedures when free or reduced statuses need to be changed via verification results. Upload a copy of the written procedure into the review tool.

Technical Assistance:

While onsite this procedure was reviewed with the FSD.

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, allowing the SFA to complete its Verification process by December 15.

Corrective Action:

Develop a standard operating procedure on following the verification timeline to be implemented emphasizing the due dates. Upload a copy into the review tool.

Technical Assistance:

The dates were discussed during the exit meeting.

Meal Counting & Claiming - Alexandria Community School Corp (5265)

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

Finding 9000: Documenting Meal Count During Field Trips

During field trips, proper procedures for counting lunches are not being followed.

Corrective Action:

SFAs must establish a local meal counting and claiming procedure to count field trip meals accurately. Meals must be counted at the point of service (POS). The POS is defined as when the student has received the reimbursable meal.

Develop and implement a standard operating procedure for serving/documenting meals on the Child Nutrition Program during field trips for your school district. Upload a copy of the SOP into the review tool.

Technical Assistance:

A copy of the field trip requirements was given to the SFA during the onsite review. In general, field trips should adhere to the following guidelines:

- Lunch field trip meals should be served between 10:00 a.m. to 2:00 p.m.

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- Offer vs. Serve (OVS) is not required for field trip meals. If not operating OVS, all components (including milk) must be taken before the meal is counted for reimbursement.
 - Meals can be pre-bagged and sent with field trip staff to distribute to students at the off-site location. When distributing off-site, the meal count must be taken using a paper roster and turned into food service staff upon arrival from the field trip.
- Students can pick up meals before leaving for a field trip (possible OVS option). These meals can be counted using standard daily meal-counting procedures. Names should be written on the bags so students can grab them from the transport container at the off-site location.
- Unacceptable meal count procedures include:
 - Using field trip attendance
 - Claiming the number of meals ordered before the field trip.
 - Backing out the number of leftovers from the total number of meals prepared to determine the number served.
 - Claiming the total number of meals prepared
 - Claiming meals eaten by adults
- All staff counting field trip meals should be trained on meal count procedures, identification of a reimbursable meal, and civil rights.

General Program Compliance - Alexandria Community School Corp (5265)

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

It is a best practice to date all Wellness Policy documents that are revised or updated.

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Alexandria-Monroe High School (5041) Food Service Contact

800 N. Central Ave.
Alexandria, IN 46001-2044

Mrs. Bridget E Anderson
Director of Dining Services
(765) 749-7906

Month of Review: January 2024

Date of Onsite Review: February 28, 2024

Meal Counting & Claiming - Alexandria-Monroe High School (5041)

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9000: Monthly Edit Checks

Monthly edit checks for both breakfast and lunch at each school are not being fully conducted prior to submitting the claim for reimbursement.

Corrective Action:

Develop and implement a standard operating procedure that will ensure each month that an edit check for each site is completed and reviewed as a part of the claim submission process. Once developed then upload a copy of the SOP into the review tool.

Technical Assistance:

While onsite this requirement was discussed with the food service director.

Meal Components & Quantities - Alexandria-Monroe High School (5041)

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

Finding 9000: Cashiers unsure of how foods credit to meal pattern

Cashiers are not aware of how entrées credit to the meal pattern prior to the meal service beginning. One entree was not sufficient to meet the required serving size for the grades 9-12. Another cashier was unsure when asked how the yogurt parfait credited. The cashier thought all entrees for breakfast credited as two items. On the day of review, a cashier was crediting one entree as two items and it should have only been counted as a one item.

Corrective Action:

Train all cashiers on how all planned menu items credit, in order for them to be confident in identifying reimbursable meals. Document the training with an agenda, date, and signatures of attendees. Upload this training document into the review tool.

Technical Assistance:

This requirement was discussed several times with the food service director while onsite.

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

Finding 9000: Standardized Recipes

All standardized recipes do not include the crediting information. Crediting information is one of the many required details of a recipe needed for the Child Nutrition Program. See all the required details below.

- The recipe has a clear and descriptive name.
- All ingredients are detailed and listed in the order used.
- Ingredient measurements are correct and clearly stated in weight, volume, or count.
- Directions are detailed, complete, accurate, and in the correct order.
- Temperature and cooking time are included in the directions.
- Portioning instructions including the serving size and specific utensils to use are clearly specified.

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- Recipe includes total yield and total number of servings.
- Component crediting is listed. Example: 1/2 cup serving of stir fry vegetables = 1/4 cup red/orange and 1/4 cup dark green
- The staff is properly trained on weight vs. volume and how to create the recipe.

Corrective Action:

For your corrective action, confirm that all standardized recipes will have the required details. Upload into the review tool five recipes that have been revised to contain all the required details.

Technical Assistance:

A technical assistance was conducted on this specific requirement.

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

Technical Assistance on Raw Leafy Greens

Raw leafy greens credit as half the volume served. Example: 1 cup of romaine credits as 1/2 cup dark green vegetable

For volume equivalents:

Lettuce, Romaine** Dark Green pound 1.3 oz. 1 cup

Lettuce, Dark Green Leafy** Dark Green pound 2 oz. 1 cup

Lettuce, Iceberg, chopped** Other pound 2.3 oz. 1 cup

Lettuce, Iceberg, shredded** Other pound 2.2 oz. 1 cup

406. Day of Review- the meal service is structured to comply with the required age/grade group meal pattern requirements when multiple menus and/or age/grade groups are served

Finding 9000: Menu Planning for Multiple Grade Groupings in One School Building

During the meal service review, it was determined that one menu was planned for all that included the same portion sizes for two distinct grade groups. The school has two different grade groupings, including multiple meal service periods, and should plan the menus per grade grouping. The school must begin to use the 6-8 menu pattern and the 9-12 menu pattern for lunch. These menu pattern requirements do not overlap. The 9-12 grade grouping requires larger portion sizes and an increased number of calories and different sodium requirements.

Corrective Action:

For corrective action, the meal planner will be required to develop menus that meet all grade grouping requirements. Please provide documentation of how the menu planning has been changed to meet all requirements set forth by USDA. Additionally, provide one week of completed production records for 6-8 and 9-12 lunch meal service. Upload all these documents into the review tool.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

General Program Compliance - Alexandria-Monroe High School (5041)

1411. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance Vendor Purchasing Non-Domestic Products Outside of the USA

The state agency reviewed the provided documentation for the purchase of non-domestically produced foods. When a vendor cannot provide a domestic source for a desired product, the SFA should consider procuring the items from another vendor who can source domestic products.