

SNP Administrative Review Findings

Bashor Home of the UMC Inc. (K060)

Program Year 2020

Bashor Home of the UMC Inc. (K060)

62226 County Road 15
Goshen, IN 46526-0843

Food Service Contact

Pam Fisher
Comptroller
(574) 875-5117

Executive Contact

Mr. Don Phillips
President/ CEO
(574) 875-5117

No. of Sites / Reviewed: 7 / 2
Month of Review: September 2019

Commendations

- * The staff in the kitchen have made great strides in correcting issues from last review.

Certification and Benefit Issuance - Bashor Home of the UMC Inc. (K060)

123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Technical assistance

Technical Assistance:

Discussed with bookkeeper the importance of completing the DC download. We had to request special password from state office since the sponsor is not listed as a school.

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

Finding 9025: Direct Certification matches not performed according to the required timeframes

The SFA did not conduct Direct Certification matches according to the required timeframes.

Corrective Action:

Direct Certification down load for Day Students needs to be completed at least three times a year. We recommend July, September and once during second semester. The first download was completed on October 17. No further action at this time.

Technical Assistance:

Discussed with bookkeeper and director the importance of completing three Direct Certification downloads annually. Had to request a password.

138. Updates to the Benefits Issuance documents are made accurately and timely

Finding 9030: Updates to the Benefits Issuance documents not made accurately and/or timely.

Changes in eligibility as a result of verification, resubmitted applications, new students, transferred students, or withdrawn students occurred during the review period. Benefits issuance documents were not always updated accurately or within required timeframes.

Corrective Action:

The list of students and the date they are eligible for benefits is to be updated as they change. A master roster needs to be available listing the date of approval for benefits. Upload a corrected list into the review tool.

Technical Assistance:

Discussed with bookkeeper the importance of keeping a master roster with the dates that the student is approved for benefits.

Verification - Bashor Home of the UMC Inc. (K060)

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.

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A procedure is required to be put in place for next school year on who will complete the confirmation review. No further action at this time.

Technical Assistance:

Discussed with executive officer the importance of completing the verification procedures.

*210. Direct Verification of selected applications was conducted according to requirements***Finding 9043: Requirements for directly verifying applications not met.**

The SFA did not follow requirements for directly verifying selected applications.

Corrective Action:

Discussed that before sending out letters next year, this step needs to be completed since they now have access to the STN web site. No further action required.

Technical Assistance:

Discussed with Executive Officer the importance of completing each step in verification.

Resource Management Comprehensive Review - Bashor Home of the UMC Inc. (K060)*753. Internal Controls***Finding 9000: Missing Internal controls**

The SFA has not implemented internal control procedures to maintain effective oversight over federal funds to ensure charges to the nonprofit school food service are allowable.

Corrective Action:

The SFA must implement internal control procedures to include: financial management training to include allowable costs; separation of duties to ensure that nonprofit school food service funds are not collected and disbursed by the same person; written policy prohibiting use of nonprofit school food service funds to cover bad debt; physical controls (if applicable) to ensure funds do not get lost or stolen.

*770. Correct Rate/Base Calculation***Finding 9133: SFA did not apply the correct indirect cost rate for the appropriate year.**

A rate outside of the approved indirect cost rate of 10% was calculated by the SFA to charge the nonprofit school foodservice account for maintenance costs and building/land depreciation costs for the program year being reviewed: 2018-2019.

Corrective Action:

The SFA must revise the 2019 Annual Financial Report to show that indirect costs were charged in the amount of \$19,508.13 (line 14) with an indirect cost rate of 10% (line 25). Additionally, the SFA must provide documentation to show \$60,245.68 was reimbursed to the nonprofit school food service account for the overpayment of indirect costs. The SFA has provided the required documentation and made the necessary revisions. No further action is required.

General Program Compliance - Bashor Home of the UMC Inc. (K060)*1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements***Finding 9000: Wellness Policy missing new components**

The Wellness Policy has not been updated since 12/12/2016. It is missing the components about marketing.

Corrective Action:

The Wellness Team is responsible to update the Wellness Policy to include all of the new Federal Guidelines. Describe when this task will be completed and email a copy to the Field Specialist.

Technical Assistance:

Discussed with CEO and Comptroller the importance of updating the Wellness Policy.

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1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Finding 9000: Incomplete training

Staff who process meal benefits have not attended or viewed application processing training or verification training. Food Service Director has not completed crediting and offer versus serve training.

Corrective Action:

Staff responsible for processing applications and verification are required to send documentation that they have finished training in InTeam for application processing and verification. Food Service Director is required to receive training on how to properly credit food for the meals and offer versus serve training.

Technical Assistance:

Discussed with CEO and Comptroller the importance of receiving job specific training.

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Technical Assistance

Technical Assistance:

Discussed with Executive Officer the importance of sharing Summer Feeding Site information with day students.

SNP Administrative Review Findings

Bashor Home of the UMC Inc. (K060)

Program Year 2020

Bashor Alternative School (A944)

62226 County Road 15
Goshen, IN 46526-0843

Food Service Contact

Pam Fisher
Comptroller
(574) 875-5117

Month of Review: September 2019

Date of Onsite Review: October 15, 2019

Meal Components & Quantities - Bashor Alternative School (A944)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9054: Milk substitutions on Day of Review not allowable.

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. The "silk" milk did not meet the nutritional requirements for milk substitution. It did not have vitamin D added.

Corrective Action:

A new milk substitute that meets all of the required nutritional components needs to be procured. A copy of the label and invoice is required documentation.

Technical Assistance:

Discussed with Food Service Director the importance of finding a milk substitution that meets the daily milk nutritional requirements.

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

Technical Assistance:

The 9-12 grade students are required to have offer versus serve option. The only time it is exempt is if there is a safety issue.

501. Cafeteria staff have been trained on OVS

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

Staff have not been trained on implementing offer versus serve.

Corrective Action:

This year as part of the staff required training offer versus serve will be completed. Send a copy of the training agenda and sign in sheet.

Technical Assistance:

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

General Program Compliance - Bashor Alternative School (A944)

1406. The most recent food safety inspection report is posted in a publicly visible location

Technical Assistance:

Discussed with Food Service Director that the most current inspection report needs to be located where students may see it. Currently the local health department has not inspected the site. An email has been sent requesting the inspection.



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Bashor Home of the UMC Inc. (K060)

Program Year 2020

Lerner (Z012)

62226 County Road 15
Goshen, IN 46526-0843

Food Service Contact

Pam Fisher
Comptroller
(574) 875-5117

Month of Review: September 2019

Date of Onsite Review: October 15, 2019

No Findings during Site Z012 Review