

SNP Administrative Review Findings

Beech Grove City Schools (5380)

Program Year 2024

Beech Grove City Schools (5380)

5334 Hornet Avenue
Beech Grove, IN 46107-2306

No. of Sites / Reviewed: 6 / 2
Month of Review: January 2024

Food Service Contact

Mr. Brian Garman
Director of Personnel and Human
Resources/FSD
(812) 345-9013
bgarman@bgcs.k12.in.us
FSMC: Chartwells

Executive Contact

Dr. Laura Hammack
Superintendent
(317) 788-4481
lhammack@bgcs.k12.in.us

Commendations

- * The SFA was well prepared for the review. Requested documents were ready and available upon the SA's arrival. Both reviewed schools operated well. Staff worked well together and had a nice rapport with students. Observed meals for lunch were colorful, flavorful, and well presented.

Technical Assistance

- * The SFA should strive to offer a nutritionally balanced breakfast, full of flavor and variety. Schools have only offered cold breakfasts (cereal bars), an apple, juice, and milk the entire year. Incorporating hot food options for breakfast not only provides students with a more satiating meal, but would likely help increase participation. At a minimum, the school must offer something other than a whole apple every day of the week for part of the fruit offering.
- * A share table is meant to allow students access to additional foods after they have finished their meal if they are still hungry. The SFA must ensure they are utilizing the share table for this purpose, and not for the sole purpose of food recovery to be directly donated to an outside organization. Foods used for breakfast and lunch are purchased with Child Nutrition funds; therefore, these foods should be utilized within the schools to the greatest extent before donating to an outside source.

Meal Counting & Claiming - Beech Grove City Schools (5380)

315. SFA consolidates the claim for reimbursement

Finding 9000: Student Debt

No efforts have been made to recoup negative student account balances since implementing CEP. Current negative balances: \$25,682.16. The local bad debt policy states that funds will be recouped using non-federal funds.

Corrective Action:

SFA must submit their plan for recouping negative account balances and the timeline in which it will be completed as corrective action.

Resource Management Comprehensive Review - Beech Grove City Schools (5380)

753. Internal Controls

Finding 9000: Questionable Costs

During review of the monthly Food Service Management Company invoices, many questionable costs were found that the SFA did not have back up documentation for from the food service management company to prove these are allowable cost using federal funds. These costs included the following: SFA Obligations and Amortizations, catering cost, other products, temporary services, computer expense, maintained software, meals and entertainment, office supplies, outside services, vehicle expenses, trainings charged without an agenda or schedule supplied, recruiting and referral services without a local policy in place and telephone stipends for employees.

Corrective Action:

The SFA must create a policy to ensure only allowable cost are charged to the Nonprofit School Food Service Account from the Food Service Management Company. The policy should include requesting receipts and invoices for any questionable cost charged on the monthly invoices and how expenses charged are reviewed to ensure they are allowable cost using federal funds. They will submit their policy as corrective action.

Technical Assistance:

Technical Assistance was provided.

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

Corrective Action:

The SFA must assess compliance with the revenue from non-program foods. As corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. Please submit the non-program food revenue tool with documentation to support the figures used.

Technical Assistance:

The non-program food revenue tool to utilize for a reference period can be found at the following link: <https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRYQB/edit#gid=1454493429>. Additional guidance can be found at the following link: https://www.in.gov/doe/nutrition/financial-management/#Revenue_from_Non_Program_Foods.

General Program Compliance - Beech Grove City Schools (5380)

1216. School Nutrition Programs staff met/will meet annual training requirements

Finding 9000: Professional Standards Tracking

Training sign-in sheets did not state the length of the training session.

Corrective Action:

The SFA will communicate, in writing, the process for ensuring training hours are tracked accurately for all employees in the future. Please submit this process as corrective action.

Technical Assistance:

All training topics listed on sign-in sheet should be legible. Many reviewed documents were difficult or impossible to read.

1216. School Nutrition Programs staff met/will meet annual training requirements

Technical Assistance - FSMC charging for trainings

The SFA must closely monitor all fees associated with FSMC staff trainings. Trainings are always available free of charge through the IDOE at www.moodle.doe.in.gov.

SNP Administrative Review Findings

Beech Grove City Schools (5380)

Program Year 2024

Beech Grove Middle School (5453)

5334 Hornet Avenue
Beech Grove, IN 46107-2306

Food Service Contact

Ms. Sandra Brewer
Kitchen Manager
(317) 787-1258

Month of Review: January 2024

Date of Onsite Review: February 7, 2024

Meal Counting & Claiming - Beech Grove Middle School (5453)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9000: Point of Service

Due to the configuration of service lines and number of students, one cashier is not sufficient for lunch meal service. Three areas of concern were observed by the state agency on the day of review:

1. Many students selected food from the serving line and walked to their seat, bypassing the POS. The cashier was so busy with ringing up students, they didn't have the ability to pay attention to anything else happening around them. Meals were taken and not counted toward daily meal count nor being paid.
2. Students combined pre-portioned servings of potato wedges and left the empty paper boat, essentially stealing as they are only allowed one serving of potato wedges with their meal.
3. Students were observed returning food to the serving line and selecting a different item.

Corrective Action:

The SFA must describe how they plan to remedy the issues noted. Submit a written plan as corrective action.

General Program Compliance - Beech Grove Middle School (5453)

901. On-site monitoring review(s) were completed prior to February 1

Technical Assistance - On-Site Reviews

The SFA is reminded to sign and date all on-site monitoring forms when conducting monitoring visits. The site manager must also sign to acknowledge the review was conducted and discussed with them.

1409. On-site or off-site storage violations were observed

Finding 9000: Ready-to-Eat Foods

Foods ready-to-eat must be wrapped unless a serving utensil is used. At breakfast on the day of observation, apples were served unwrapped and students were allowed to select by hand without a serving utensil. Additionally, unwanted apples were then placed on the share table. If items are placed on the share table, they must be wrapped.

Corrective Action:

All ready-to-eat foods must be wrapped or a utensil must be provided for students to use. The SFA will develop and submit standard operating procedures for correcting this finding.

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Foods were observed past the expiration/best by date in the cooler and dry storage. Additionally, grease-filled #10 cans were observed in the freezer, unlabeled and open.

Corrective Action:

The SFA corrected violations regarding the grease-filled #10 cans and the outdated foods while the reviewer was on-site. **No further action is required.**

Technical Assistance:

The SA suggested contacting the manufacturer to determine coded expiration/production dates printed on shelf stable items to ensure they are utilized in the correct time frame.

SNP Administrative Review Findings**Beech Grove City Schools (5380)****Program Year 2024****Central Elementary School (5457)**

5334 Hornet Avenue
Beech Grove, IN 46107-2306

Food Service Contact

Mrs. Lana Wiseman
Cafeteria Manager
(317) 784-4565

Month of Review: January 2024

Date of Onsite Review: February 8, 2024

Meal Components & Quantities - Central Elementary School (5457)

409. *Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

Technical Assistance - Utilizing Production Records

The SFA is reminded to utilize past production records and meal counts to determine the number of meals to plan and prepare as to not over produce. Each day for breakfast during the month of review, approximately 140 extra entrees were prepared daily for breakfast.

General Program Compliance - Central Elementary School (5457)

1409. *On-site or off-site storage violations were observed*

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The food storage facility is unclean and/or disorderly. The ice machine contained substantial lime buildup and ice scoop was soiled. Additionally, the milk cooler was dirty and seal was damaged and not air-tight in many areas.

Corrective Action:

The SFA will thoroughly clean the ice machine and milk cooler. Also, the seal must be replaced on the milk cooler. The SFA will submit proof that all improvements have been completed as corrective action. Please develop standard operating procedures for routine cleaning and submit as corrective action.