

**SNP Administrative Review Findings**

**Blackford County Schools (0515)**

*Program Year 2022*

**Blackford County Schools (0515)**

0688 W 200 S  
Hartford City, IN 47348-1439

**Food Service Contact**

Ms. Sheryl Martin  
Director of Food Services  
(765) 348-7564  
smartin@blackfordschools.org

**Executive Contact**

Mr. Chad Yencer  
Superintendent  
(765) 348-7550  
cyencer@blackfordschools.org

No. of Sites / Reviewed: 4 / 1  
Month of Review: January 2022

**Commendations**

- \* Sheryl & staff at Blackford Intermediate School were friendly and accommodating during my visit. Tammy and staff at the Intermediate have a good ordering system in place that allows students to choose the hot lunch entrée daily or a PBJ/Yogurt entrée daily.

**Meal Counting & Claiming - Blackford County Schools (0515)**

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

**Technical Assistance: Use of Clickers for Meal Counting**

**Technical Assistance:**

Clickers are currently being used for breakfast and lunch service. The clicker/meal counts are recorded onto daily edit check sheets, which are then totaled at the end of the month & turned into the Director of Food Services. The DFS was advised to have staff responsible for recording the clicker counts sign off on their daily counts to verify that the counts are true and accurate. At the end of the month, the Director will then review the daily & monthly counts for accuracy before compiling the monthly claim.

**Resource Management Comprehensive Review - Blackford County Schools (0515)**

*750. Year End Available Balance*

**Finding 9000: Annual Financial Report**

Documentation submitted did not match the account information that was reported on the 2021 Annual Financial Report (AFR). The AFR is an annual requirement to self-report revenue and expenses of the Nonprofit School Food Account and must remain accurate.

**Corrective Action:**

Please update the Annual Financial Report (AFR) beginning balance and total food expense to match the documentation submitted. Please create and submit a procedure that ensures only accurate, up to date information will be reported on the AFR.

*757. Allowable Costs Test*

**Finding 9118: Sample of expenses charged to nonprofit school foodservice account not reasonable and necessary.**

The State Agency reviewed a sample representing 10% of expenses for the most recently completed '20-21 program year, using the SFA's detailed general ledger. The following recorded expenses did not represent an activity or function recognized as reasonable and necessary for the operations of the school food service programs: Construction costs were charged to the Nonprofit School Food Service Account after the cafeteria/gym experienced water damage. When questioned, the sponsor reported the estimated total cost of the project to be \$39,444; however, \$70,585.34 was charged to the Nonprofit School Food Service Account in March 2021 for the project.

**SNP Administrative Review Findings**  
*Program Year 2022***Blackford County Schools (0515)****Corrective Action:**

Please submit itemized documentation to ensure only allowable costs were charged to the Nonprofit School Food Service Account (NSFSA) during the construction project of the shared cafeteria space. Please include how the percentage food service would pay was determined for the shared space and how costs were determined allowable to the NSFSA. Please create and submit a procedure to ensure only costs that are allocable, reasonable, and necessary are charged to the Nonprofit School Food Service Account.

**General Program Compliance - Blackford County Schools (0515)**

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

**Finding 9011: Local School Wellness Policy 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 Local School Wellness Policy could not be validated during on-site observations. Current goals seem very broad. Goals should be specific & measurable. In addition, nutrition guidelines for non-sold foods & beverages made available during the school day are missing.

**Corrective Action:**

As corrective action, the Wellness Committee should address and update the items noted in the technical assistance section below at their meeting in Program Year 2023. No further corrective action needed.

**Technical Assistance:**

There is a section in the Wellness Policy related to "Sold and Non-Sold Foods and Beverages," but only sold foods and beverages are addressed. Guidelines for non-sold foods & beverages made available during the school day, such as provided during classroom celebrations, must be included in the policy. The current policy references the "USDA Smart Snacks in School" nutrition standards but does not include a listing of the actual standards. It is recommended to include a full listing of the nutrition standards within the policy for all stakeholders to use as a guide. It is also recommended to include a definition of the "school day," so all stakeholders understand that it is defined as midnight to thirty (30) minutes after the end of the regular school day.

**Resources:**

School Nutrition Programs Wellness Policies Webpage: <https://www.in.gov/doe/nutrition/wellness-policies/>

Nutrition Standards for Foods Sold (Smart Snacks): [https://www.fns.usda.gov/sites/default/files/resource-files/allfoods\\_summarychart.pdf](https://www.fns.usda.gov/sites/default/files/resource-files/allfoods_summarychart.pdf)

Wellness Policy Minimum Requirements: <https://www.in.gov/doe/files/minimum-requirements.pdf>

Wellness Policy Evaluation Checklist: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:c9ced4b1-e08e-44a0-be71-0b647e60b422>

Triennial Assessment Template: <https://www.in.gov/doe/files/triennial-assessment-template.pdf>

**SNP Administrative Review Findings****Blackford County Schools (0515)***Program Year 2022*

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.**

The SFA must ensure that all its contracted and self-operated warehouses are storing foods properly. Violations observed: The First In, First Out (FIFO) inventory management method is not being used properly. Cases of food in the freezer were not properly date marked. All food should be consistently dated to ensure FIFO rotation. In addition, some frozen potato products had been removed from their original case packaging & placed into a plastic bag for storage but were not dated as to when they were opened.

**Corrective Action:**

Technical assistance on proper date-marking was provided to the Director of Food Services & staff while onsite. No further corrective action needed.

SNP Administrative Review Findings

Blackford County Schools (0515)

Program Year 2022

**Blackford Intermediate School (0494) Food Service Contact**  
0688 W 200 S Mrs. Tammy Sisler  
Hartford City, IN 47348-1439 Food Service Manager  
(765) 348-7581

Month of Review: January 2022

**Meal Components & Quantities - Blackford Intermediate School (0494)**

404. *Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk*

**Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.**

As observed on the Day of Review, signage explaining what constitutes a reimbursable lunch is not identified near or at the beginning of the meal service line(s). Even if not operating Offer vs Serve at lunch, signage identifying what is included in a reimbursable meal must be posted.

**Corrective Action:**

The school was provided technical assistance during the on-site visit. No further corrective action needed.

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

**Technical Assistance: Breakfast Fruit Choices**

**Technical Assistance:**

It is recommended to use more variety in the fruit being offered at breakfast. An applesauce cup is given daily, but other fruit options should be used throughout the week as well.