

SNP Administrative Review Findings

Blue River Valley Schools (3405)

Program Year 2023

Blue River Valley Schools (3405)

3038 US Highway 36 East
New Castle, IN 47362-9306

Food Service Contact

Ms. Kim Jarvis
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Executive Contact

Mr. Trent McCormick
Superintendent
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No. of Sites / Reviewed: 2 / 1
Month of Review: November 2022

FSMC: Chartwells

Commendations

- * The food service staff did a terrific job planning, organizing, and preparing for their 2023 Administrative Review. Staff were very professional and conscientious about meeting the School Nutrition Program Requirements.

Certification and Benefit Issuance - Blue River Valley Schools (3405)

126. *Certification: selected applications correctly approved*

Finding: Selected applications correctly approved

Multiple applications were approved incorrectly. This contributed toward fiscal action calculations.

Corrective Action:

During the onsite review, notification letters were sent to the households. For corrective action purposes, list each student name with incorrect eligible status, corrected eligible status, and date the correction was made in the POS. This information should be uploaded into the CNPweb Admin Tool and not emailed.

Technical Assistance:

During the onsite visit, each specific free and reduced application error was discussed. Additionally, information as to how the errors were to be corrected was discussed.

Verification - Blue River Valley Schools (3405)

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

Finding: Total Number of Applications of October 1st

The total number of free and reduced priced applications was not computed correctly for the verification summary report.

Corrective Action:

Submit a corrected 2023 Verification Summary Report once the new numbers are obtained. Complete the Moodle Verification Training and upload the certificate with your corrective action plan.

Technical Assistance:

An explanation of each area of the Verification Summary Report where an error was made was discussed with the food service director.

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

Finding: Verifying an Extra Application

The SFA verified an extra application just in case one did not respond.

Corrective Action:

Whenever a selected household does not respond after the follow-up notification, the household is sent the "WE HAVE CHECKED YOUR APPLICATION" verification notification letter and switched to paid status 10 calendar days from the date of the letter. You would never verify an extra application just in case the one selected does not respond.

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Technical Assistance:

During the onsite visit this procedure was thoroughly explained to the food service director.

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

Technical Assistance: Verifying Self Employment

As outlined in the Eligibility Manual for School Meals, when verifying self-employed households, farming households are to submit a Schedule F and other self-employed households are to submit a 1099 for their proof of income.

SNP Administrative Review Findings

Blue River Valley Schools (3405)

Program Year 2023

Blue River Valley Elementary (2803)

3038 US Highway 36 East
New Castle, IN 47362-9306

Food Service Contact

Ms. Chasity Morris
Kitchen Manger
(765) 524-6681

Month of Review: November 2022

Date of Onsite Review: January 17, 2023

Meal Counting & Claiming - Blue River Valley Elementary (2803)

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

Technical Assistance: Importance of an Accurate Meal Count

All staff recording meal counts, including teaching staff for breakfast in the classroom, should be reminded that accurate reimbursable breakfast counts must be taken because the school receives federal dollars on the number of reimbursable breakfasts that are served. Food service should provide adequate training to those unfamiliar with program regulations.

Meal Components & Quantities - Blue River Valley Elementary (2803)

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

Technical Assistance: Grain Requirement

While planned menus may exceed the daily and weekly grain requirements, the menu planner was reminded to consider the daily and weekly calorie ranges to ensure they are not exceeded.

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

Finding: Daily Production Records for the Month of Review

The month of review daily production records did not have all the required information.

Corrective Action:

This finding had already been corrected with a revised daily production record that was implemented before the onsite visit. No further action is required.

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

Finding: Offer vs. Serve

During the offer vs. serve lunch observation, the cashier was instructing the students to get a fruit when they had already selected a reimbursable meal.

Corrective Action:

For the corrective action plan, train all cashiers on the over vs. serve procedure. Submit a copy of the training documentation with date and names of attendees.

Technical Assistance:

On the day of the lunch review, the purpose of offer versus serve was discussed with the cashier and the procedure was reviewed with her.