

SNP Administrative Review Findings

Cannelton City Schools (6340)

Program Year 2023

Cannelton City Schools (6340)

109 3rd Street
Cannelton, IN 47520-1504

Food Service Contact

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Executive Contact

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Superintendent
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No. of Sites / Reviewed: 3 / 1
Month of Review: October 2022

Commendations

- * There have been many improvements since the last review:
 - The menus met the meal pattern for components, portion sizes, and vegetable subgroups.
 - The Food Safety Plan has been updated.
 - The staff was friendly and demonstrated the desire to run a compliant program.

Technical Assistance

- * A detailed review with the FSD on vegetable subgroups was provided by the reviewer.

Resource Management - Cannelton City Schools (6340)

704. *SFA have any financial findings on previous reviews?*

Resource Management PY 2020 Follow-up

Technical Assistance:

Follow-up was conducted during the onsite review regarding prior corrective action to ensure restoration had been completed from the program year 2020 administrative review. The sponsor was required to transfer \$6,707.61 because the SFA had total Nonprofit Food Service Expenses greater than its Total Nonprofit Food Service Revenues. Corrective action was submitted and approved by the State Agency, explaining the restoration would occur at the end of the program year 2020. The restoration occurred and was validated on October 12, 2022.

705. *SFA have internal controls to ensure only allowable costs charged?*

Technical Assistance- Internal Controls

Technical Assistance:

During the onsite review, internal control practices were discussed with the Treasurer. Internal controls include policies and procedures to ensure the integrity of accounting and other information and promote accountability. Internal controls can usually be satisfied by ensuring multiple individuals are involved and sign off on a procedure, such as purchasing, claim submission, cash management, etc. In addition, internal controls should include detailed backup documentation to be able to demonstrate what occurred during the decision-making process.

General Program Compliance - Cannelton City Schools (6340)

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

Finding 9000: Civil Rights Training

Civil Rights training was not documented for non-food service employees completing meal count sheets during meal service.

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Program Year 2023

Corrective Action:

SFA must complete Civil Rights training for non-food service employees that have job duties during meal service. They will submit training documents and sign in sheet showing employees were trained as corrective action. The documentation was provided on 1/31/2023. Therefore, no further action is necessary.

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 9008: Civil Rights 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 Civil Rights procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: No complaint log found in assessment of Civil Rights Complaint procedures.

Corrective Action:

SFA has added the Civil Rights Complaint Log to their Civil Rights procedures. No further action required.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: complaint log found at <https://www.in.gov/doe/files/civil-rights-compliant-log-revised-12019.pdf>

1400. The written food safety plan contains required elements and a copy is available at each school

Technical Assistance

Technical Assistance:

The SFA is reminded to provide each school kitchen with a complete food safety plan. The plan should be annually updated and reviewed with kitchen staff.

1400. The written food safety plan contains required elements and a copy is available at each school

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Food safety plan must include procedures for satellite meals sent to elementary schools.

Corrective Action:

SFA will submit procedure for satellite meals. These procedures will also be added to the food safety plan as standard operating procedures. Corrective action was provided on 1/31/2023, therefore no further action is necessary.

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:

Reminder for the FSD that she will need to retain documentation to validate reaching out to the community for promoting the SFSP.

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Cannelton City Schools (6340)

Program Year 2023

Myers Grade School (J247)

109 3rd Street
Cannelton, IN 47520-1504

Food Service Contact

Ms. Robin Smitson
Cook
(812) 547-6747

Month of Review: October 2022

Date of Onsite Review: November 9, 2022

Meal Counting & Claiming - Myers Grade School (J247)

323. Review Period- daily lunch counts by category do not exceed the number of attendance-adjusted eligible students by category

Finding 9000: Other Finding

The monthly edit check is not being completed.

Corrective Action:

The FSD must complete a monthly edit check and keep it with the daily meal count. If the technical assistance provided is followed as instructed, no further action is necessary.

Technical Assistance:

The reviewer provided the edit check with the instructions and the FSD demonstrated that she understood the procedure.

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

Finding 9000: Daily Meal Count Error

There was one day that the meal count sheet did not match with the daily meal count.

Corrective Action:

It was discussed with the FSD that another person should double check the edit check for proper internal control. If this is continuing to be done monthly, no further action is necessary.

Meal Components & Quantities - Myers Grade School (J247)

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. Juice was given in place of milk when no documentation was noted that the student should receive this substitution.

Corrective Action:

SFA must provide an approved milk substitute for those students with a milk intolerance. The SFA will provide invoice/receipt of milk substitute purchased to ensure it is an approved substitute. If the SFA continues to make a milk substitute available, no further action is necessary.