

SNP Administrative Review Findings

Caston School Corporation (2650)

Program Year 2023

Caston School Corporation (2650)

9815 South St Rd 25
Rochester, IN 46975-7509

Food Service Contact

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No. of Sites / Reviewed: 2 / 1
Month of Review: January 2023

Commendations

- * The staff at Caston Schools are courteous and friendly to students. They treat each as a special person and the students have mutual respect for them.
- * On the day of review, the staff prepared roasted asparagus as part of the reimbursable meal. They were able to batch cook and the presentation was beautiful. It had great color and was well seasoned. Nice job!

Technical Assistance

- * The reviewer provided technical assistance regarding the average daily attendance and eligible students recorded on monthly claims. Incorrect information had been used to complete the month of review claim.
- * When utilizing production record templates that are pre-populated, be sure to enter the correct date of meal service. Also, record actual foods served on production record. Do not use generic terms like 'variety of juices'.

Certification and Benefit Issuance - Caston School Corporation (2650)

130. Household notification of denied benefits is consistent with FNS requirements

Finding 9021: Denial of benefits notification to household not consistent with FNS requirements

Written notification was not sent to denied households. They were only informed verbally.

Corrective Action:

The SFA has located the denial of benefits letter provided by the State Agency and will use this in the future when they determine an application as denied. If fully implemented as discussed, no further action is needed.

137. Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document

Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system (electronic POS terminal). When directly certified reduced students were transferred to the POS, they were converted to free.

Corrective Action:

SFA has contacted their software provider and resolved the issue. All students that were incorrectly transferred to the POS system as free will be changed to reduced in 10 days following notification sent to each household. No further action required.

141. Meal benefits are extended to students in households receiving SNAP, TANF, or FDPIR benefits

Finding 9033: Meal benefits not extended to students in households receiving SNAP, TANF, or FDPIR benefits

The SFA does not extend free meal benefits to all students living in households that have either been directly certified for SNAP, FDPIR, or TANF, or to students living in households that submitted applications with case numbers for these programs. The software used by SFA is not user-friendly and does not link households together unless all shared information is documented exactly the same (street vs. Street vs St.)

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The SFA corrected all extended eligibility students from sample list. They are currently in contact with their software provider to correct the error. Also, they are researching new software systems that are more user-friendly. No further action is required.

Verification - Caston School Corporation (2650)

214. *Updates to the Benefits Issuance list were made in the appropriate timeframes when verification resulted in changes to student eligibility*

Finding 9046: Change in student benefit levels due to Verification results not updated as required.

For students whose eligibility changed due to Verification, the SFA did not update the eligibility status on the benefit issuance document(s) according to regulations. The income information provided by the household was figured incorrectly. The SFA concluded that there was no change in benefit.

Corrective Action:

The SFA will contact the household to obtain correct income documentation. They will validate the information to determine if the students will retain their current benefit. As corrective action, the SFA will complete Verification training on Moodle and submit their certificate of completion.

215. *SFA completed verification by November 15*

Finding 9048: Verification not completed by November 15.

For the current school year, the SFA did not complete the Verification process prior to November 15, nor did the SFA request an extension for approval by the state agency.

Corrective Action:

Describe the process, including the timeline to be used next year and going forward to ensure Verification is completed on time along with the Verification Summary Report.

Meal Counting & Claiming - Caston School Corporation (2650)

316. *Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA*

Finding 9000: Charge Policy

The charge policy does not state how negative funds will be recovered and the money restored to the food service fund.

Corrective Action:

The SFA must develop a charge policy that details how negative funds will be recouped. A revised charge policy meeting the requirements must be submitted as corrective action.

Technical Assistance:

Negative balances cannot be 'written off' or paid for with federal food service dollars. The actual dollar amount of the bad debt must be restored to the food service account using non-federal funds.

General Program Compliance - Caston School Corporation (2650)

810. *The USDA non-discrimination statement is on appropriate Program materials*

Finding 9000: Non-Discrimination Statement

The incorrect non-discrimination statement was posted on the school's website.

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Corrective Action:

The SFA will update their webpage with the most current version of the non-discrimination statement. Provide a screen-shot of the updated changes as corrective action.

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. Discrepancies or deficiencies found on-site: outdated language is used regarding nutritional standards and the policy is lacking measurable goals.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: the SFA will update their policy in the areas mentioned above. They will submit their timeline for completion as corrective action.

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: standard operating procedures.

Corrective Action:

The SFA will create standard operating procedures (SOP's) for all aspects of the kitchen and cafeteria. They will submit their timeline of completion as corrective action.

1500. Reports are submitted to the Indiana Department of Education as required

Finding 9151: SFA does not submit reports as required to the State agency.

The Verification Summary Report was not submitted to IDOE on time.

Corrective Action:

Reporting requirements were discussed with and understood by Program administrators. No further action required.

Technical Assistance:

IDOE's Calendar of Due Dates can be found at https://docs.google.com/document/d/1gQejacWaNHaz_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit.

SNP Administrative Review Findings

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Program Year 2023

Caston Elementary (2157)

9815 South St Rd 25
Rochester, IN 46975-7509

Food Service Contact

Mrs. Alysha E Marrs
Food Service Director
(574) 598-8000

Month of Review: January 2023

Date of Onsite Review: March 15, 2023

Meal Components & Quantities - Caston Elementary (2157)

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Technical Assistance

Cashiers can keep fruit choices near register at breakfast to offer students that failed to select one when going through the service line. This will alleviate congestion.

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

Finding 9000: Crediting on Production Records

Crediting was documented incorrectly on production records. Template used contains a column for 'additional vegetable'. All vegetables must be recorded in the five sub-group categories: dark green, red/orange, beans/legumes, starch, and other. Also, crediting was not documented for grain items offered at breakfast.

Corrective Action:

The SFA will submit 5 days of completed production records that show correct crediting documentation for all items served at breakfast and lunch.

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

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements at breakfast. When a student selected a reimbursable meal, the student was made to select additional items. Additionally, the school's CNPweb site sheet states they utilize OVS at lunch but this is inaccurate.

Corrective Action:

The SFA will conduct OVS breakfast training with all staff and provide sign in sheet and training documents as corrective action.

Also, the SFA will update CNPweb to reflect the school is not utilizing OVS at lunch.

Technical Assistance:

The school was provided technical assistance during the on-site visit regarding OVS guidelines at breakfast.

General Program Compliance - Caston Elementary (2157)

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. All food is not stored at least 6 inches off the floor in freezer. Canned goods were observed with dents.

Corrective Action:

The SFA has corrected all issues associated with the above finding and no further action is required.

Technical Assistance:

The SFA should implement a weekly check of all inventory to ensure product is within date, free of damage, and is stored correctly.