

SNP Administrative Review Findings

Centerville-Abington Community Schools  
(8360)

Program Year 2023

**Centerville-Abington Community Schools  
(8360)**  
115 West South Street  
Centerville, IN 47330-1436

**Food Service Contact**  
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Food Service Director  
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**Executive Contact**  
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No. of Sites / Reviewed: 4 / 1  
Month of Review: December 2022

**Commendations**

- \* The entire school corporation was accommodating to fulfill the administrative review requests. The food service staff are very conscientious about wanting to meet the Child Nutrition Program Requirements and most of all serve nutritious meals to the community.

**Certification and Benefit Issuance - Centerville-Abington Community Schools (8360)**

128. *Correct conversion factors used for applications with more than one income frequency*

**Income Conversion Technical Assistance**

No Income Conversion Required: If a household has only one source of income, or if all sources are received in the same frequency, the LEA takes the sum of all income sources and compares the household's total income to the income eligibility guidelines.

**Verification - Centerville-Abington Community Schools (8360)**

208. *Documentation demonstrates a confirmation review was conducted and required procedures were followed*

**Confirmation Review Technical Assistance**

Once a confirmation review has been conducted the "confirmation review official" needs to complete the applicable section with a signature and date of completion on the backside of the Free and Reduced-Price Application.

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

**Finding: Change in benefit levels due to Verification results not changed within required timelines.**

When a student's eligibility status changed due to verification, benefits were not decreased within 10 calendar days from the final verification decision. Instead, they were given 18 calendar days.

**Corrective Action:**

Provide written procedures confirming the verification process and timeline outlined on the state agency's "We Have Checked Your Application" verification results letter will be read, and the instructions will be followed as outlined on the letter.

Resource Management Comprehensive Review - Centerville-Abington Community Schools (8360)

753. Internal Controls

Internal Controls Technical Assistance

Internal Control Examples

- Training on financial management is necessary, including allowable costs. If provided, list frequency and titles of staff who attend in comments.
- Separation of duties so that staff members who receive or manage the collection of money are not also involved in the disbursement of funds.
- A written policy that prohibits the use of nonprofit school food service account funds from being used to cover bad debt.
- Physical controls to ensure funds do not get lost or stolen (examples: lockboxes for petty cash, unique passwords for employees collecting cash at the POS).

General Program Compliance - Centerville-Abington Community Schools (8360)

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

**Finding: Outdated Wellness Policy**

The Wellness Policy was last revised in 2017.

**Corrective Action:**

As required corrective action, submit an updated Wellness Policy using the guidance at <https://www.in.gov/doi/nutrition/wellness-policies/>.

**Technical Assistance:**

Each local educational agency that participates in the National School Lunch Program is required by federal law to establish a local school wellness policy for all schools under its jurisdiction.

1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements

**Smart Snack Products Technical Assistance**

Since food items are continuously changing, all foods and drinks to be sold as snacks should be validated annually using the Smart Snack Product Calculator. The reviewer noted current food product formula print-out sheets were dated 2017 and 2018. Each item must be put through the Healthier Generation calculator and the result saved in a Smart Snacks binder and updated/reviewed annually for compliance.

*Program Year 2023*

*1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training*

**Finding: Professional Standards**

One non-food service employee who has School Nutrition Program responsibilities including duties related to the operation of the School Nutrition Program does not receive Professional Standards Training Hours.

**Corrective Action:**

As corrective action, **submit** the Professional Standards Training documentation completed for the non-food employee who has School Nutrition Program responsibilities duties.

**Technical Assistance:**

It is important to always include personnel who have School Nutrition Program responsibilities in your annual Professional Standards Training.

*1403. Review of agricultural food components indicates violations of the Buy American provision*

**Finding: Buy American Violation**

Broccoli was purchased from outside the USA and were found in the food storage area. This food item is grown in the USA.

**Corrective Action:**

As corrective action, **submit** documentation on reasoning why these domestically available product was purchased from countries outside of the USA.

**Technical Assistance:**

When a violation of the Buy America Provision occurs, documentation to determine if domestic alternatives were considered and if an exception was granted by the SFA for the following reasons:

- The agricultural food component is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.
- Competitive bids reveal the costs of domestic agricultural food components are significantly higher than the non-domestic ones.
- The exception was related to the domestic food as prohibitively costly or limited quantity availability.

*Program Year 2023*

**Centerville Elementary (8983)**

115 West South Street  
Centerville, IN 47330-1436

**Food Service Contact**

Mrs. Alice Killion  
Head Cook  
(765) 855-5132

Month of Review: December 2022

Date of Onsite Review: January 27, 2023

**Meal Components & Quantities - Centerville Elementary (8983)**

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

**Finding: Insufficient Fruit/Vegetable Served for Breakfast**

One cup of fruit/vegetable was not served daily for the menu certification breakfast week. This occurred when a mandarin orange was served as the only fruit for breakfast.

**Corrective Action:**

At least one cup minimum of fruit or vegetable must be offered daily for breakfast. As corrective action, **submit** one week of breakfast daily production records confirming that at least one cup of fruit or vegetable is being offered daily.

**Technical Assistance:**

As discussed during the onsite review, the fresh fruit chart will be now referenced when needed.

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

**Finding: Insufficient Vegetable Subgroups**

All Vegetable Subgroup minimums were not met for the menu certification lunch week.

**Corrective Action:**

The weekly vegetable subgroups can be found on the state agency website at <https://fns-prod.azureedge.us/sites/default/files/resource-files/nsip-meal-pattern-chart-2022.pdf>. As corrective action, **submit** one week of lunch daily production records confirming that at all vegetable subgroups are being offered met.

**Technical Assistance:**

As discussed during the onsite review, the meal pattern requirements need to be always referenced during the menu planning process.