

SNP Administrative Review Findings

Cloverdale Community Schools (6750)

Program Year 2024

Cloverdale Community Schools (6750)

310 E Logan St
Cloverdale, IN 46120-8707

Food Service Contact

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Executive Contact

Mr. Greg Linton
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No. of Sites / Reviewed: 3 / 1
Month of Review: October 2023

Commendations

- * The staff were friendly and eager to learn.
- * The food service director did a terrific job planning, organizing, and preparing for the 2024 Administrative Review. The FSD was very professional and conscientious about meeting the School Nutrition Program requirements.

Certification and Benefit Issuance - Cloverdale Community Schools (6750)

126. *Certification: selected applications correctly approved.*

Finding 9901: Selected applications correctly approved.

One application was approved using incomplete information. The application was missing the last digits of the SSN, and the box wasn't checked, indicating no SSN.

Corrective Action:

During the onsite review, the reviewer provided technical assistance to the food service director and the corporation secretary. The application was corrected at the time of the onsite review. **Therefore, an additional response is not required.**

Verification - Cloverdale Community Schools (6750)

207. *SFA completed verification and verified that the applications on file match FNS-742.*

Summary of Verification Reviewed for SBOA

7 CFR Part 245.6(a) requires that each School Food Authority properly select and verify a sample of the approved free and reduced-price applications on file as of October 1 of each school year.

Verification procedure used: Standard, Error Prone

Number of applications on file as of October 1: 144

Number of applications selected for verification: 5

Number of additional applications verified for cause: 5

Number of applications with no response: 5

Number of applications with changes: 7

Number of verified applications reviewed by state agency staff during the review: 7

Based on the method and sample size selected, verification is considered complete, and no additional sampling is necessary.

Technical Assistance:

For more information on verification, please go to: <https://www.in.gov/doe/nutrition/free-and-reduced-information/verification-and-direct-verification/>

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

Finding 9039: Applications not properly selected for verification.

More than the required number of applications were selected for verification. The food service director chose all the error-prone applications (9) instead of randomly pulling five from the error-prone sample.

Corrective Action:

For corrective action, the verifying official must complete the verification series (part 1-3) training on the Moodle website. Please submit the training completion certificate.

SNP Administrative Review Findings

Cloverdale Community Schools (6750)

Program Year 2024

Technical Assistance:

Training from the free and reduced software company is highly recommended to learn how to use the verification module to assist with the verification process.

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>

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

Finding 9042: Selected applications not verified correctly. *Repeat Finding

One application selected for verification was determined incorrectly. The household completed a new application instead of providing documentation to support the information on the original application. The food service director processed the new application and considered it complete.

Corrective Action:

If an application is selected for verification, the LEA must provide written notification with a list of acceptable documents the household can provide as evidence to confirm the qualified benefit. The food service director worked with the household and received a SNAP eligibility letter from the local FSSA office. **Therefore, an additional response is not required.**

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

Finding 9047: 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 decreased within ten calendar days from the final verification decision. The verification results letter was sent on November 16, but the benefit change date was November 15.

Corrective Action:

Households must be notified in advance of any reduction in benefits and informed of their right to reapply anytime. If benefits are decreased, a notice of adverse action must be sent, and Local Education Authority (LEA) must provide ten days advance notification to households that receive a reduction or termination of benefits before the actual reduction or termination.

For corrective action, the LEA must change the effective date of the reduced benefit to November 26. All meals charged at the lesser benefit between November 16-25 must be refunded to households. Please provide the student's transaction history and the amount refunded during this timeframe.

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 its verification process prior to November 15. The SFA did not have an extension approved by the SA, allowing the SFA to complete its verification process by December 15. Verification is considered complete once the results letters are sent to households; the results letters were sent on November 16.

Corrective Action:

For corrective action, the verifying official must complete the verification series (part 1-3) training on the Moodle website. Please submit the training completion certificate.

Technical Assistance:

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>

Resource Management Comprehensive Review - Cloverdale Community Schools (6750)

766. *Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio*

Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

Corrective Action:

The SFA must assess compliance with the revenue from non-program foods. **For corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. Please submit the non-program food revenue tool with documentation to support the figures used.**

Technical Assistance:

The non-program food revenue tool to utilize for a reference period can be found at the following link:

<https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRyQB/edit#gid=1454493429>. Additional guidance can be found at the following link: <https://www.in.gov/doe/nutrition/financial-management/#Revenue from Non Program Foods>.

SNP Administrative Review Findings
Program Year 2024

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General Program Compliance - Cloverdale Community Schools (6750)

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

Finding 10140: Wellness Policy Review and Update

The following findings were noted regarding the review and update of the local school wellness policy.

-The review and update of the local school wellness policy did not occur as required.

Corrective Action:

For corrective action, the following must occur:

- LEAs must assess the wellness policy every three years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the wellness policy goals. The wellness committee must review and update the local school wellness policy. A copy of the assessment must be submitted to the State Agency.

-Provide proof that the results of the most recent assessment have been communicated to the public.

Technical Assistance:

During the review of the local school wellness policy, the reviewer provided several recommendations to revise the wording in the next wellness meeting. Wellness policy resources can be found at the following website:

<https://www.in.gov/doi/nutrition/wellness-policies/>.

1602. Onsite observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Technical Assistance- School Breakfast Notification

The SFA is reminded to conduct school breakfast outreach multiple times a year, including price, location, and meal service time. All outreach documentation should be retained locally to support this requirement.

1602. Onsite observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Finding 9009: SFSP Outreach

The SFA did not conduct summer Food Service Program (SFSP) outreach to households. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

Corrective Action:

The SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated each school year towards the end of May with a link to a map of SFSP open sites. **The food service director must complete the End of Year Updates and Reminders training in Moodle for corrective action. Please submit the training completion certificate.**

Technical Assistance:

Summer Food Service Program Meal Site Information is available at the following website:

<https://www.in.gov/doi/nutrition/meal-site-information/>.

SNP Administrative Review Findings

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Program Year 2024

Cloverdale Elementary School (7082)

310 E Logan St
Cloverdale, IN 46120-8707

Food Service Contact

Mr. Billy E Boyette
Food service director
(765) 795-2900

Month of Review: October 2023

Date of Onsite Review: November 30, 2023

Preschool - Cloverdale Elementary School (7082)

1. Cloverdale Elementary Preschool Checklist

Finding 9000: Preschool and Pre-K meal pattern incorrectly implemented.

The preschool and pre-k classes are not co-mingled with other grade groups in the school, which requires a separate meal pattern. The following meal pattern issues were identified during the onsite review.

- Sugar content in cereal is too high for some of the available options
- Students have the option of flavored milk

Corrective Action:

The reviewer provided onsite technical assistance regarding the preschool meal pattern. The head cook utilized the resources provided by the reviewer to identify allowable cereal options and grain-based desserts. The head cook discussed the menu changes with the preschool director and implemented the changes on December 1. In addition, unflavored milk was the only choice provided. **Therefore, additional response is not required.**

Technical Assistance:

During the onsite review, the reviewer provided the following meal pattern reference for preschool/pre-k meals.

https://drive.google.com/file/d/1B33s8s90fAsg_meGGJQkYWuJeJhzuJkz/view

Other Federal Programs - Cloverdale Elementary School (7082)

4. Validate snack counts – are snacks properly counted and claimed?

Finding 9000: Claim Consolidation

Four days of snack counts were incorrectly transferred to the monthly meal count consolidation, resulting in an overclaim.

Corrective Action:

The reviewer sent the food service director a monthly consolidation workbook with a place to have someone verify the correct total has been transferred. The workbook also contains a formula to add the days of the month counts to reach the overall number of snacks to claim. The food service director implemented the new consolidation procedure on November 30, 2023, which the reviewer verified onsite. **Therefore, additional response is not required.**

Meal Components & Quantities - Cloverdale Elementary School (7082)

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

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable.

Insufficient portion sizes observed on the Day of Review: The amount of oranges on both lines did not include enough servings to offer the daily minimum of fruit throughout the entire breakfast.

Corrective Action:

The reviewer provided onsite technical assistance to the head cook regarding the daily minimum requirements for breakfast. The head cook added peaches to the service line once the oranges were gone. Additionally, fruit selections by students increased once the peaches were offered. The head cook has agreed to have enough fruit/vegetable servings at breakfast for students to select up to 1 cup. **Therefore, additional response is not required.**

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Cloverdale Community Schools (6750)

Program Year 2024

406. *Day of Review- the meal service is structured to comply with the required age/grade group meal pattern requirements when multiple menus and/or age/grade groups are served*

Technical Assistance- Dietary Specifications

The food service staff is not implementing the planned menu servings. Multiple entrée servings are served larger than planned. The reviewer provided onsite technical assistance to the head cook and food service director about the weekly ranges of calories, saturated fats, and sodium. Additionally, ways to season foods without changing the nutritional facts were discussed.

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

Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week.

The meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned menus for the menu certification week, insufficient serving sizes were offered.

Lunch

-Daily serving of vegetables for one day (romaine was planned and served as 1 cup, which is credited in School Nutrition as 1/2 cup).

-The whole grain-rich percentage is 68.25% for the week.

Breakfast

-The whole grain-rich percentage is 45.16% for the week.

Corrective Action:

For corrective action, provide revised menus showing the meal pattern is met for the daily and weekly requirements. The head cook, food service director, and menu planner must also complete the Meal Pattern training on the Moodle website. Please provide the training completion certificates.

Technical Assistance:

As a reminder, when serving leafy, raw, green vegetables, the crediting is half as the volume served (1 Cup raw, leafy lettuce equals 1/2 cup vegetable).

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>

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

Finding 10139: Production Records

The following issues were noted with production records: production records did not detail all choices offered within one or more meal components. The whole or canned fruit is not documented on the production record, and does not indicate a full 1-cup serving of the fruit components is offered to students.

Corrective Action:

During the onsite review, the reviewer provided technical assistance to the head cook and food service director regarding meal pattern documentation. The FSD sent two weeks' worth of completed production records indicating the whole/canned fruit has been documented on the daily production records. **Therefore, an additional response is not required.**

General Program Compliance - Cloverdale Elementary School (7082)

901. *Onsite monitoring review(s) were completed prior to February 1*

Technical Assistance- Site Reviews

The food service director was reminded to complete the site reviews by February 1. The site review forms can be found at the following website: <https://www.in.gov/doe/nutrition/site-reviews/>.

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1300. Potable water is free and available to all students during lunch and breakfast

Finding 9165: Free potable water is not available to all students for breakfast when breakfast is served in the cafeteria.

Corrective Action:

The reviewer provided technical assistance to the head cook and food service director regarding water availability during breakfast. The food service staff immediately set up a water cooler with cups and placed it in the middle of the cafeteria for students. **Therefore, an additional response is not required.**