

**SNP Administrative Review Findings**

**Daleville School Corporation (1940)**

*Program Year 2023*

**Daleville School Corporation (1940)**

14300 W 2nd Street  
Daleville, IN 47334-9125

**Food Service Contact**

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

**Commendations**

- \* The food service staff did a terrific job planning well ahead of the onsite administrative review dates. Because of this, they were organized and very well prepared for their 2023 Administrative Review. Staff were very professional and conscientious about meeting the School Nutrition Program requirements. When a finding was noted, they eagerly wanted to get it corrected to ensure requirements were being followed.

**Certification and Benefit Issuance - Daleville School Corporation (1940)**

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

**Technical Assistance-Conversion Factors**

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 same frequency within the income eligibility guidelines. Conversion to annual income only takes place when there are multiple incomes of varying frequency.

**Verification - Daleville School Corporation (1940)**

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

**Technical Assistance-Error Prone**

Standard (Error Prone) Sample = 3% of total applications on file as of October 1 and selected from approved error-prone applications. In cases where there are not enough error-prone applications to comply with the required sample options, the LEAs must randomly select additional applications to fulfill the 3% requirement. Error-prone applications = those applications with an income listed within \$100/month (\$1,200/year) above or below the free eligibility limit or \$100/month (\$1,200/year) below reduced-price eligibility limit. If an LEA does not have free and reduced software to select these, flag all error-prone applications during the approval process.

**Resource Management Comprehensive Review - Daleville School Corporation (1940)**

*764. Catering/School Events*

**Teacher Coffee Fund-Technical Assistance**

Since the cafeteria purchases the coffee and supplies and the food service staff prepares and cleans the coffee area, this should be invoiced monthly as a catering service to the teachers.

**SNP Administrative Review Findings**  
*Program Year 2023*

**Daleville School Corporation (1940)**

*767. Nonprogram Revenue and Food Cost Ratio Technical Assistance*

**Technical Assistance: Revenue vs. Food Cost Ratio**

The nonprogram revenue tool showed slight noncompliance when comparing the ratio of revenue as compared to the ratio of food costs. However, individual a la carte food costs and compared that to the prices to ensure they are at least 2.5 -3 times the raw food cost. This was confirmed by the state agency. At this time the state agency is attributing the nonprogram revenue noncompliance to the additional federal reimbursement provided for paid meals for the 2022-2023 school year.

Nonprogram revenue must be assessed annually. This serves as a reminder to review nonprogram food costs and price a la carte items accordingly prior to the beginning of the 2023-2024 school year. to maintain compliance.

**Technical Assistance:**

This requirement was discussed during the exit meeting.

**General Program Compliance - Daleville School Corporation (1940)**

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

**Finding: Wellness Policy**

Potential stakeholders are not made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness policy.

**Corrective Action:**

Describe how potential stakeholders will be made aware of their ability to participate in the Wellness Policy Planning Process.

**Technical Assistance:**

This requirement was discussed during the exit meeting.

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

**Technical Assistance-Smart Snacks Sheets**

Due to the changing of food product formulas, snack items should be run through the Smart Snacks Product Calculator on an annual basis to ensure compliance.

**SNP Administrative Review Findings****Daleville School Corporation (1940)****Program Year 2023****Daleville Jr.-Sr. High School (1401)**

14300 W 2nd Street  
Daleville, IN 47334-9125

**Food Service Contact**

Mrs. Aprile Reed  
Food Service Director  
(765) 378-0251

Month of Review: January 2023

Date of Onsite Review: February 21, 2023

**Meal Components & Quantities - Daleville Jr.-Sr. High School (1401)**

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

**Finding: Salad Bar**

Most chef salads made by the students at the salad bar were not creditable as a meal. Therefore, the students had to return for additional food item(s) to make the meal complete.

**Corrective Action:**

The day after the lunch onsite review, the FSD had the chef salads pre-made with 1 cup crediting amount of lettuce and 2 ounces of meat/meat alternates. Grains, milk, fruit, and other vegetables were also offered to make the meal creditable. Signs were posted. No further action is required.

**Technical Assistance:**

A technical assistance was conducted during the lunch review and exit meeting on this specific finding.

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

**Finding: Serving Grain Based Desserts for Lunch**

For the menu certification week, more than two ounces of grain-based desserts were served.

**Corrective Action:**

Grain based desserts at lunch are limited to only 2-ounce equivalents per week.

Allowable Grain-Based Desserts at Lunch

Pie Crust (dessert pies, cobbler, fruit turnover)

Cookies (includes vanilla wafers or cookies with nuts, raisins, chocolate pieces, and/or fruit purees)

Brownies (all varieties)

Cake (all varieties, including plain, frosted, or unfrosted)

Coffee Cake

Sweet Crackers (graham crackers - all shapes, animal crackers)

Doughnuts (cake and yeast raised - unfrosted, frosted, or glazed)

Cereal bars, breakfast bars, granola bars (plain or with nuts, dried fruit, and/or chocolate pieces)

Sweet Rolls (unfrosted or frosted)

Toaster Pastry (unfrosted or frosted)

\*Beginning July 1, 2022 - Must ensure that 80% of the total grain offerings over the course of the week are whole grain rich.

Submit training documentation that the menu planner has been sufficiently trained in this requirement

**Technical Assistance:**

An extensive technical assistance was conducted on this finding during the exit meeting. An informative handout was also given out.

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

**Finding: Serving Meat/Meat Alternates for Lunch**

For the lunch menu certification week, an insufficient meat/meat alternate was served because of serving a one-ounce peanut butter sandwich daily for 7-12 grades.

**Corrective Action:**

Grades 6-8 are required to be offered at least nine ounces of meat/meat alternate each week. Grades 9-12 are required to be offered at least 10 ounces of meat/meat alternate each week. If a student selected a one-ounce peanut butter sandwich for an entire week, they would not be offered their minimum weekly amount. Submit training documentation that the menu planner has been sufficiently trained on this requirement.

**Technical Assistance:**

An extensive technical assistance was conducted on this finding during the exit meeting.

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

**Finding: Standardized Recipes Crediting Information**

The crediting information is not always stated on the standardized recipes

**Corrective Action:**

Complete the Standardized Recipe Crediting Course in Moodle and provide the certificate of completion as corrective action.

**Technical Assistance:**

A technical assistance discussion on the significance of crediting information of the standardized recipes occurred during the onsite visit.