

SNP Administrative Review Findings

Decatur County Community Schools (1655)

Program Year 2022

Decatur County Community Schools (1655)

2020 N. Montgomery
Greensburg, IN 47240-7018

Food Service Contact

Ms. Jennifer Niese
Food Service Director
(812) 663-4595
jniese@decaturco.k12.in.us
FSMC: Chartwells

Executive Contact

Dr. Jarrod Burns
Superintendent
(812) 663-4595
jburns@decaturco.k12.in.us

No. of Sites / Reviewed: 4 / 1
Month of Review: January 2022

Commendations

- * The food service staff are to be commended on their hardworking efforts put forth on feeding the children in the community during the Covid Pandemic. Also, even with the continuous program changes, they were well prepared and organized for this 2022 Administrative Review.

Resource Management Comprehensive Review - Decatur County Community Schools (1655)

757. Allowable Costs Test

Finding: Sample of expenses charged to nonprofit school foodservice account not reasonable and necessary.

The State agency reviewed a sample representing 10% of expenses for the most recently completed 2020-2021 school year, using the SFA's detailed ledger and 2020 September food service management company (FSMC) invoice. The following recorded expense did not represent an activity or function recognized as reasonable and necessary for the operations of the school food service programs: \$106.99 for bereavement flowers of a staff members spouse. Although staff recognition is allowed it must meet the following requirements; the activity is a part of the SFA's established written practice, the recognition is for employees who work directly for the food service program or whose salaries are paid out of the nonprofit food service account, activities or items are intended to improve employee performance, activities or items are intended to improve employee-employer relations.

Corrective Action:

Please create and submit a policy that addresses staff appreciation gifts and the review of the FSMC monthly invoice. Please address how unallowable items such as bereavement gifts are reviewed on the monthly invoice and how any unallowable cost found are paid for by nonfederal funds. Please transfer \$106.99 from a nonfederal source to the nonprofit food service account to cover the unallowable cost. Please submit documentation of the fund transfer ensuring the account numbers are included. As of June 24, 2022, all requirements were met and therefore, no further corrective action is required.

SNP Administrative Review Findings

Decatur County Community Schools (1655)

Program Year 2022

**North Decatur Elementary School
(1266)**
2020 N. Montgomery
Greensburg, IN 47240-7018

Food Service Contact
Ms. Candi Wessler
Kitchen Manager
(812) 663-9215

Month of Review: January 2022

Date of Onsite Review: February 22, 2022

Meal Components & Quantities - North Decatur Elementary School (1266)

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

Finding: Daily Components Served

All components served are not always listed on the daily production records. For example, a turkey and cheese pinwheel was served during the submitted lunch menu certification week. The grain within this item is not listed on the daily production records.

Corrective Action:

The FSD confirmed that all components will be listed on the daily production records for each food item. No further corrective action is required.

Technical Assistance:

Technical assistance was conducted on this finding.

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

Finding: Incorrect Crediting Information on Daily Production Records

The crediting information on the daily production records is often incorrect. For example, the daily production records stated the chocolate chip cookie was .5 ounce and it was 1 ounce.

Corrective Action:

The FSD confirmed that in the future all crediting information on the daily production records will be accurate and show how the food item contributes to the meal pattern guidelines. No further corrective action is required.

Technical Assistance:

Technical assistance was conducted on this finding.

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

Technical Assistance on Serving Too Many of the Same Red/Orange Vegetable Subgroup foods

A technical assistance was conducted on being more conscientious on offering too many of the same red/orange vegetables. Cooked carrots and/or fresh carrots and/or marinara sauce were served each day of the menu certification week. Part of The Healthy Hunger Free Kids Act of 2010 was to help students be introduced to a variety of fruits and vegetables. By serving the same red/orange vegetables all the time, this goal is not achieved.

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

Technical Assistance on Serving Too Much Starchy Vegetable Subgroup foods

A technical assistance was conducted on being more conscientious on offering too many starchy vegetables. Serving too many starchy vegetables could easily make the weekly calories exceed the limit.

410. *Review Period- planned menu quantities meet the meal pattern requirements*

Finding: Standardized Recipes

The standardized recipes do not indicate how the recipe contributes to the meal pattern guidelines. Also, when changes are made to a recipe, it is not noted on the recipe and/or the daily production record. Both findings make it difficult to confirm whether the meal pattern requirements are being correctly followed.

Corrective Action:

The FSD confirmed that in the future all standardized recipes will have documentation showing how the recipe contributes to the meal pattern guidelines. The FSD submitted an example of an updated standardized recipe as an example of compliance and confirmed that whenever ingredients change in a recipe, this is noted on either the recipe and/or the daily production record. No further corrective action is required.

Technical Assistance:

Technical assistance was conducted on this finding.