

**SNP Administrative Review Findings**

**Delaware Community School Corp (1875)**

*Program Year 2024*

**Delaware Community School Corp (1875)**

9750 N CR 200 E  
Muncie, IN 47303-9781

**Food Service Contact**

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**Executive Contact**

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No. of Sites / Reviewed: 5 / 1  
Month of Review: December 2023

**Commendations**

- \* The food service administrative staff did a terrific job planning, organizing, and preparing for their 2023 Administrative Review. They were very accommodating, professional, and conscientious about meeting the School Nutrition Program Requirements. The food service staff at the reviewed school take their work seriously making sure they serve reimbursable meals that the students enjoy. Plus, a lot of interaction occurs between the staff and students. Overall, they are commended for making the meal service a very pleasant experience for the students.

**Certification and Benefit Issuance - Delaware Community School Corp (1875)**

*123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements*

**Finding 9000: Misclassified Applications**

Two applications were misclassified.

**Corrective Action:**

**A standard operating procedure needs to be established to ensure this error does not occur in the future including whose responsibility it is to ensure it is conducted. Submit the procedure along with dates of when each application was corrected in the POS.**

**Technical Assistance:**

A technical assistance was conducted.

*123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements*

**Technical Assistance: Zero Income or Questionable Income Applications**

**When \$0 income is reported for all household members**

- If \$0, “zero” or “no income” is reported for all household members, the application must be approved for free meals based on face value. The application can be immediately verified for cause when the eligibility notification is sent.

**When Income fields left blank**

- Schools must process applications when income fields are left blank and do not have a \$0, “zero”, or “no income” written next to the household members. The application must convey to the applicant that any income field left blank is a positive indication of no income and certifies that there is no income to report.
- Approve the application based on face value, then the application can be immediately verified for cause when the eligibility notification is sent.

SNP Administrative Review Findings

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Program Year 2024

Verification - Delaware Community School Corp (1875)

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

**Finding 9000: Verification Result Numbers**

Some verification numbers were incorrectly entered into the 2024 Verification Summary Report.

**Corrective Action:**

The 2024 Verification Summary Report has been corrected and approved. **No further action is required.**

211. SFA's verification notification letter included all required information

**Finding 9044: Verification notification letter does not contain all required information.**

The SFA's verification notification letter does not include all required information, as follows: A statement that the household application for Free and Reduced Price Meals has been selected for verification; A telephone number for assistance; The type of information or documents the school accepts; A statement that the household is required to submit the requested information to verify eligibility for free or reduced-price meals, by the date determined by the local educational agency; A statement that the household may, instead, submit proof that the children receive SNAP, FDPIR, or TANF assistance; A statement that the household may, instead, request that the local educational agency contact the appropriate officials to confirm that their children are foster, homeless, migrant, or runaway. All communications with households concerning verification must be in an understandable and uniform format and, to the maximum extent practicable, in a language that parents and guardians can understand.

**Corrective Action:**

The SFA will use the state agency verification notification letter instead of the generated Titan Software letter. A sample letter was given to the field specialist and then uploaded into the review tool. **No further action is required.**

Resource Management Comprehensive Review - Delaware Community School Corp (1875)

768. Unique Situations

**Finding 9000: Noncompliance Nonprogram Food Revenue Tool**

The nonprogram revenue tool result showed that the SFA needed to increase prices.

**Corrective Action:**

Once the SFA was informed of this finding, they immediately increased their pricing for ala carte items, and are now charging a 10% admin fee for catered events. This action was confirmed verbally during the administrative review exit meeting. **No further action is required.**

769. Indirect Cost Rate Agreement

**Technical Assistance-Indirect Cost**

Trash removal is an unallowable direct cost to the nonprofit school food service account unless food service has dedicated dumpsters and is billed separately. Expenses that cannot not be charged directly to the Nonprofit School Food Service Account must be recovered through an indirect cost calculation. Since the sponsor does not have an approved indirect cost rate, they must ensure indirect costs do not exceed the de minimis rate (10%) of the modified total direct coat. Technical assistance was provided to the sponsor. All indirect costs charged to the Nonprofit School Food Service Account remained under the de minimis rate.

General Program Compliance - Delaware Community School Corp (1875)

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

**Technical Assistance-School Breakfast Program**

For the SBP outreach, the menu is posted on the website and promoted through Facebook. Eating breakfast at school or home should be promoted in every way possible. Since the first week of March is National Breakfast Week, consider this a time annually to promote the importance of eating breakfast.



**Eaton Elementary School (1409)**

9750 N CR 200 E  
Muncie, IN 47303-9781

**Food Service Contact**

Mrs. Heather Crow  
Manager  
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Month of Review: December 2023

Date of Onsite Review: January 31, 2024

**Meal Components & Quantities - Eaton Elementary School (1409)**

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

**Technical Assistance- Starchy Vegetables**

During lunch menu planning, outside of the 1/2 cup required weekly requirement, consider limiting starchy vegetables due to the high calorie content. For the lunch menu certification week, 2.5 cups of starchy vegetables were served.

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

**Technical Assistance- Standardized Recipes**

Standardized recipes are written in a format that is difficult to read. The recipes need to be written in a format that is easy for the reader to understand. When selecting a format, reference the standardized recipe checklist given to the food service staff by the field specialist.