

SNP Administrative Review Findings

East Gibson School Corp (2725)

Program Year 2023

East Gibson School Corp (2725)

941 S. Franklin St.
Oakland City, IN 47660-1631

Food Service Contact

Mrs. Kaitlynn LaRue
Food Service Director/Family
Consumer Sciences
(812) 749-4419
k.larue@teachers.egsc.k12.in.us
FSMC: Aramark

Executive Contact

Mr. James A Wilson
Superintendent
(812) 749-4755
J.wilson@teachers.egsc.k12.in.us

No. of Sites / Reviewed: 5 / 2
Month of Review: March 2023

Commendations

- * The documentation supporting the wellness policy is detailed, including the agenda and minutes of committee meetings. The wellness committee should be commended on the efforts to encourage healthy habits by including specific parameters of outside food brought into the schools.
- * The food service staff did a terrific job planning, organizing, and preparing for their 2023 Administrative Review. The staff was very professional and conscientious about meeting the School Nutrition Program requirements.
- * The benefit issuance was completed with no errors. The food service supervisor should be commended on the successful implementation of this standard.

Technical Assistance

- * While the Administrative Review for School Nutrition programs has been conducted, the 2022 Annual Financial Report will be reviewed and approved separately. This report could be amended if corrective action is required for the AFR.
- * The school corporation must ensure the corporation employee overseeing the FSMC contract has a strong working knowledge of USDA programs. It is imperative that the School Food Authority (SFA) continue to review all documentation related to services provided by the FSMC, including but not limited to the following: reviewing the itemized monthly statements to ensure there are no questionable or unallowable charges billed to the foodservice account, reviewing the SFA available USDA Foods for use in menus to ensure the corporation is getting full value from the use of commodities in reimbursable meals and not used for other activities, inspecting all kitchens regularly to ensure foods are stored properly, rotated on FIFO, and secured from theft and spoilage. The following items were recommended to the SFA regarding FSMC billing:
 - For accuracy, the SFA should create a standard operating procedure to review every monthly itemized, detailed billing.
 - The SFA should determine approval procedures for FSMC travel, employee recognition programs, timekeeping records, and/or shared labor between SFAs.
 - The SFA should receive training on how to read the reports provided by the FSMC.

Certification and Benefit Issuance - East Gibson School Corp (2725)

129. Household notification of eligibility is consistent with Off-Site Assessment responses

Finding 9902: Household notification of eligibility not compliant with regulations

The notification of direct certification reduced eligibility sent to households was missing the language for the opportunity for households to apply using a free and reduced income application.

Corrective Action:

During the onsite review, the food service supervisor updated the DC reduced notification template in the free and reduced software to include the statement informing households that a free and reduced income application could be completed. Therefore, additional corrective action is not required.

Verification - East Gibson School Corp (2725)

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

Technical Assistance- Retention of Letters

The verification official was reminded to retain copies of the original letters sent to the household requesting verification documentation, including second notice letters.

SNP Administrative Review Findings

East Gibson School Corp (2725)

Program Year 2023

General Program Compliance - East Gibson School Corp (2725)

808. *Onsite observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements*

Finding 9008: Civil Rights information on the Off-site Assessment Tool not validated, or deficiencies found.

Some information gathered on the Off-site Assessment Tool regarding the SFA's Civil Rights procedures could not be validated during onsite observations. Discrepancies or deficiencies found onsite: Civil Rights training was not completed with custodians, teachers, and cafeteria monitors that have direct access to the students during meal service. Additionally, the labor from these employees is paid from the non-profit food service account.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: The food service supervisor submitted completed Civil Rights training documentation for the school employees to the reviewer on May 3, 2023. Therefore, additional corrective action is not required.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: As a reminder, Civil Rights should be completed annually with all staff having direct access to the students during meal service.

810. *The USDA non-discrimination statement is on appropriate Program materials*

Technical Assistance- Non-Discrimination Statement (NDS)

The NDS on the school website is outdated. During the site review, the reviewer provided technical assistance regarding the NDS and the SFA updated the NDS on the school website.

SNP Administrative Review Findings

East Gibson School Corp (2725)

Program Year 2023

**Oakland City Elementary School
(2237)**

941 S. Franklin St.
Oakland City, IN 47660-1631

Food Service Contact

Mrs. Rachel Skidmore
Kitchen Manager
(812) 749-4519

Month of Review: March 2023

Date of Onsite Review: April 17, 2023

Other Federal Programs - Oakland City Elementary School (2237)

1. Pricing – purchase price on claim match invoices, reimbursement used to reduce student payments?

Technical Assistance: Average Cost of Milk

The average cost of a half pint of milk on the most recent claim for reimbursement does not match the purchase price reflected on invoices. The cost listed is the highest for the month instead of the average monthly cost. The reviewer provided technical assistance to the food service supervisor for calculating the average monthly cost.

5. Is milk counted at POS?

Finding 9214: The school does not correctly count milk served at the point of service or an approved alternate.

The school does not take milk counts daily at the point of service.

Corrective Action:

During the onsite review, the reviewer provided technical assistance regarding point-of-service counting for the special milk option. As a result, the food service supervisor will use a daily tally sheet to record milk counts. The new meal-counting procedure was reviewed with staff and was implemented on April 18, 2023. Therefore, additional corrective action is not required.

Technical Assistance:

As a reminder, if the school begins to claim by eligibility status, milk counts must be recorded using a coded roster.

1805. SFA reviewed all SSO sites at least once.

Finding 9239: SFA has not conducted a review of each of its Seamless Summer Options sites at least once during the site's operation.

Sponsors are required to monitor once throughout the summer operations.

Corrective Action:

During the onsite review, the reviewer provided technical assistance regarding onsite reviews. The sponsor will plan to conduct reviews once during the summer operations annually by June 15. Therefore, additional corrective action is not required.

Meal Components & Quantities - Oakland City Elementary School (2237)

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

Technical Assistance- Fresh Produce Portioning

During the onsite review, the reviewer provided technical assistance to the food service supervisor regarding fresh produce. Some of the food service employees were under the impression that whole foods credits as 1/2 cup each instead of determining the portion using the food buying guide. As a result, the reviewer provided portioning guides for fruit and vegetables.

411. Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions

Finding 9000: Grain-Based Desserts

The planned menu for Oakland City Elementary and Wood Memorial Jr High was written correctly for multiple grab-and-go

SNP Administrative Review Findings**East Gibson School Corp (2725)****Program Year 2023**

options that included pretzels for the grain component. However, the pretzels were subbed with graham crackers. While this is an acceptable substitute, the graham crackers were offered daily with a 1oz equivalency grain resulting in an offering higher than 2oz equivalency dessert grain for the week.

Corrective Action:

The food service supervisor communicated with employees that graham crackers are not to be served daily with meal options as a substitute. Additionally, all menu substitutions must be approved by the food service supervisor before the change. During the onsite review, the reviewer provided the grain-based dessert chart as a reference. Therefore, additional corrective action is not required.

General Program Compliance - Oakland City Elementary School (2237)

1409. Onsite or off-site storage violations were observed

Technical Assistance- Milk Cooler

On the day of review, the milk cooler was freezing in one corner, causing the milk cartons to freeze. The kitchen manager called the milk company to inspect the cooler and found that the recent adjustment was high, causing the freezing. As a result, the milk cooler was turned down to correct the issue.

SNP Administrative Review Findings**East Gibson School Corp (2725)***Program Year 2023***Wood Memorial Jr. High School (2194) Food Service Contact**941 S. Franklin St.
Oakland City, IN 47660-1631Mrs. Rachel Skidmore
Kitchen Manager
(812) 749-4519

Month of Review: March 2023

Date of Onsite Review: April 17, 2023

Meal Counting & Claiming - Wood Memorial Jr. High School (2194)*325. Review Period- meal counts by category were correctly used in the claim for reimbursement***Finding 9000: Internal controls for submitting reimbursement claims.**

After a review of the March 2023 claim, it was determined that the food service supervisor transposed the Junior High and High School site's reimbursement claim numbers. The claim was not double-checked before submission to the State Agency for payment.

Corrective Action:

During the onsite review, the food service supervisor revised the claim to report each site's numbers accurately. The overall revision did not change the payment that had been priorly received. Additionally, the SFA has added internal control measures for claim submission, which include the food service supervisor and treasurer reviewing the paperwork before the claim is submitted to the State Agency for reimbursement. Therefore, additional corrective action is not required.