

**SNP Administrative Review Findings**

**East Noble School Corporation (6060)**

*Program Year 2020*

**East Noble School Corporation (6060)**

126 W Rush St.  
Kendallville, IN 46755-1740

**Food Service Contact**

Mr. Marcos L Reyna  
Food Service Director  
(260) 347-2502

**Executive Contact**

Mrs. Ann W Linson  
Superintendent  
(260) 347-2502

No. of Sites / Reviewed: 7 / 2  
Month of Review: December 2019

**Commendations**

- \* Marcos was quick in responding and providing documentation. All off-site questions and uploads were completed before the review month was completed.
- \* Staff were cooperative in updating and making changes throughout the review process
- \* Students had a variety of meal choices at each school.

**Certification and Benefit Issuance - East Noble School Corporation (6060)**

*133. Direct Certifications were correctly certified*

**Finding 9024: Direct Certifications were not correctly certified**

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for free meals incorrectly.

**Corrective Action:**

Food Service Director caught the error during the review month and made corrections. No further action required.

**Technical Assistance:**

Discussed with Food Service Director the importance of checking student birthdate to be sure the DC download is correct.

**Verification - East Noble School Corporation (6060)**

*208. Documentation demonstrates a confirmation review was conducted and required procedures were followed*

**Finding 9037: Confirmation review not conducted as required.**

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

**Corrective Action:**

Discussed with Food Service Director the importance of documenting every step in the review process. Before starting verification next year, FSD is required to watch the verification training and send documentation to Field Specialist. No further action at this time.

**Technical Assistance:**

Discussed with Food Service Director the process of documenting each step of the verification process.

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

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

Based on the verified applications selected for review, the post verification determination was incorrect for one or more applications. Two applications were not verified correctly.

**Corrective Action:**

Food Service Director sent out updated letters to each family that was not verified correctly. No further action required.

**Technical Assistance:**

Discussed with Food Service Director how to gather all of the income information needed to correctly verify an application.

*210. Direct Verification of selected applications was conducted according to requirements*

**SNP Administrative Review Findings****East Noble School Corporation (6060)****Program Year 2020****Finding 9043: Requirements for directly verifying applications not met.**

The SFA did not follow requirements for directly verifying selected applications.

**Corrective Action:**

Discussed with the Food Service Director the correct procedure on conducting Direct Verification. No further action required.

**Technical Assistance:**

Discussed with Food Service Director on how to use the Direct Verification link.

**Resource Management Comprehensive Review - East Noble School Corporation (6060)***757. Allowable Costs Test***Finding 9118: 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 July 2018-June 2019, using the SFA's detailed general ledger. The following recorded expenses did not represent an activity or function recognized as reasonable and necessary for the operations of the school food service programs: plant, retirement gift, and candy.

**Corrective Action:**

The SFA must provide documentation to show that \$283 has been recovered by the nonprofit school foodservice account for the unallowable purchases. The SFA has provided documentation showing the funds have been reimbursed to the foodservice account. Additionally, the SFA made the necessary revisions to their 2019 AFR. No further action is required.

**Technical Assistance:**

Please refer to the financial management webpage to obtain resources on allowable and unallowable costs:

<https://www.doe.in.gov/nutrition/financial-management>.

**General Program Compliance - East Noble School Corporation (6060)***1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements***Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Deficiencies found on-site: Policy did not have language in it referring to marketing guidelines.

**Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: SFA is required to update policy to include language about marketing requirements.

**Technical Assistance:**

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Discussed with food service director on where to find updated language for the Wellness Policy.

*1403. Review of agricultural food components indicates violations of the Buy American provision***Technical Assistance****Technical Assistance:**

Discussed with Food Service Director the importance of following the Buy American procedures. If an item is not available in the U.S. then staff may need to look for an item that is available or show justification of why they are purchasing the product outside of the U.S. Vendors should never make the determination as to whether the SFA should comply with the Buy American Provision. If a selected vendor states that they cannot provide food that is grown in American, the SFA should seek another vendor that can provide American products. There is no blanket list that exempts an SFA from compliance with the Buy American Provision.

**SNP Administrative Review Findings****East Noble School Corporation (6060)****Program Year 2020****Avilla Elementary School (6457)**

126 W Rush St.  
Kendallville, IN 46755-1740

**Food Service Contact**

Mr. Marcos L Reyna  
Food Service Director  
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Month of Review: December 2019

Date of Onsite Review: January 15, 2020

**Meal Components & Quantities - Avilla Elementary School (6457)**

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

**Finding 9000: Incomplete Production Record**

Staff did not fill out all of the required columns on the production record.

**Corrective Action:**

Staff were re-trained on how to complete the production record. One week's worth of production records are to be mailed to the Field Specialist

**Technical Assistance:**

Discussed with Food Service Director and Manager that the production records did not list the actual serving size on all of the fruit and some of the vegetables. The student served column was not filled out. Corrections need to be made on filling out the production records. It is recommended that all managers receive training on filling out the production records.

500. *Day of Review- Offer vs. Serve was properly implemented*

**Technical Assistance****Technical Assistance:**

Discussed with Food Service Director and Manager that staff should have a refresher course on offer-vs-serve.

**General Program Compliance - Avilla Elementary School (6457)**

1411. *Review of agricultural food components indicates violations of the Buy American provision*

**Technical Assistance****Technical Assistance:**

Discussed with Food Service Director and manager the importance of purchasing US items. It was discussed with manager that all food needs to be procured from U.S. or documentation on why it was purchased from another country.

**SNP Administrative Review Findings**

**East Noble School Corporation (6060)**

*Program Year 2020*

**East Noble High School (6458)**

126 W Rush St.  
Kendallville, IN 46755-1740

**Food Service Contact**

Mr. Marcos L Reyna  
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Month of Review: December 2019

Date of Onsite Review: January 14, 2020

**Meal Components & Quantities - East Noble High School (6458)**

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

**Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.**

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: Breakfast toast did not meet the 1 oz. grain equivalent. Lunch pizza, beef patty, ham and cheese casserole and polish sausage did not meet the 2 oz. meat/meat alternate. No documentation was provided that a bean/legume vegetable subgroup was served during the review week. This is the first documentation during an administrative review showing insufficient components and missing vegetable subgroups, thus no meals will be disallowed.

**Corrective Action:**

Food Service Director changed the beef patty and updated the pizza and ham and cheese recipe before the on-site review week started. A cheese stick or peanut butter was offered with the Polish sausage during the on-site review. A new polish sausage that meets the 2 oz. equivalent has been ordered for the next menu cycle. Staff were instructed during the on-site review on how to complete the production records listing all items served during the meal. Documentation of ordering the 1 oz. equivalent toast for the high school was sent to the Field Specialist. A copy of one weeks production records needs to be emailed to Field Specialist along with documentation of correction for the Polish Sausage. Staff are required to watch the InTeam training on meal pattern requirements. A copy of the training log sign in sheet needs to be sent to the Field Specialist.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit. Discussed with Food Service Director and all lead cooks at high school the importance of following the recipes and documenting on the production record everything served. Discussed the importance of substituting within the same vegetable subgroup when product on menu is not available.