

## SNP Administrative Review Findings

## Fayette County School Corp (2395)

### Program Year 2023

#### Fayette County School Corp (2395)

1401 Spartan Dr.  
Connersville, IN 47331-1053

#### Food Service Contact

Mr. Randy Harris  
Director of Operations  
(765) 825-2178  
[rharris@fayette.k12.in.us](mailto:rharris@fayette.k12.in.us)

#### Executive Contact

Mr. Scott Collins  
Superintendent  
(765) 825-2178  
[scollins@fayette.k12.in.us](mailto:scollins@fayette.k12.in.us)

No. of Sites / Reviewed: 8 / 2  
Month of Review: October 2022

FSMC: Chartwells

### Commendations

- \* The food service staff did a terrific job planning, organizing, and preparing for their 2023 Administrative Review. Staff were very professional and conscientious about meeting the School Nutrition Program Requirements.

### Technical Assistance

- \* While the Administrative Review is considered complete, the 2022 Annual Financial Report will be reviewed and approved separately. Should corrections be required for the AFR, this report could be amended if there are issues that result in findings.

### Certification and Benefit Issuance - Fayette County School Corp (2395)

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

#### **Finding: Free and Reduced Application for Meals**

Each household was not given the 2022-2023 Free and Reduced Application for Meals. SFAs must use the appropriate program year application and instructions updated annually, usually in May, and found on our website.

#### **Corrective Action:**

Provide confirmation that the most current Free and Reduced Application for Meals will be distributed. **SUBMIT** a copy of the 2022-2023 Free and Reduced Application for Meals along with the Parent Letter/Instructions.

#### **Technical Assistance:**

During the exit meeting the reasoning why distributing the most current program year documents was discussed.

*126. Certification: selected applications correctly approved*

#### **Finding: Benefit Issuance Error**

The DC import was correctly identified as Medicaid Reduced but when it was imported into Meal Plus, it was switched to Medicaid Free. Therefore, 24 of the selected names were incorrectly inputted as free.

#### **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 a list of all 24 names with dates of when each were corrected in the POS.

#### **Technical Assistance:**

During the exit meeting a discussion on how this error occurred and the remaining names were checked to ensure other errors were identified. Additionally, notification letters were sent out to households about the change of benefit and it allowed the households 10 days to respond or appeal.

**SNP Administrative Review Findings**  
*Program Year 2023***Fayette County School Corp (2395)**

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

**Verification - Fayette County School Corp (2395)**

215. *SFA completed verification by November 15*

**Finding: Verification not completed by November 15.**

For school year 2021-22, the SFA did not complete the verification process prior to November 15. All verification household results letters were dated December 7, 2022.

**Corrective Action:**

The verification process should begin early October. The individual conducting the verification process is required to completed Verification via IDOE Moodle website, Indiana Department of Education and/or Verification Webinar Training. **SUBMIT** the training certificate with your corrective action plan.

**Technical Assistance:**

During the exit meeting, starting verification earlier in order to more easily complete the verification process by November 15th was discussed.

**Resource Management - Fayette County School Corp (2395)**

700. *SFA accurately track all revenues and expenses?*

**Finding: Food Service Management Company Monitor Reviews**

The SFA is not conducting the required the Food Service Management Company Monitor Reviews independently from the FSMC. The FSMC should not complete or be a part of the monitor review.

**Corrective Action:**

A representative from the SFA must annually review the food service management company to assess contractual compliance with program requirements. By conducting this review, it demonstrates that the SFA continues to take an active role in the food service area and fulfills the SFA requirements as outlined in the permanent agreement with IDOE. The SFA is ultimately responsible for program compliance and must maintain control over food service management.

700. *SFA accurately track all revenues and expenses?*

**Non-Profit FS Account Technical Assistance**

While FSMC cashiers handle student deposits into their 8400 prepaid accounts, the SFA should oversee and manage the student accounts. The FSMC staff may still take the money from the students. This practice will help the SFA maintain oversight.

The FSMC should not need to know the balance of the SFA food service account. The annual financial report should be completed by a school corporation employee.

**Resource Management Comprehensive Review - Fayette County School Corp (2395)***765. Adult Meals***Finding: Meals served to adults are not priced sufficiently to cover the overall cost of the meals.**

Breakfasts and lunches served to teachers, administrators, custodians and other adults are not priced so that the adult payment in combination with any per-meal revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meals. The overall cost of adult meals must include the value of any USDA Foods (entitlement and bonus) used in the preparation of the meals. At the time of the onsite review, adults were charged \$4.60 instead of \$4.85 for lunch.

**Corrective Action:**

This needs to be changed immediately. SUBMIT with your corrective action documentation that the adult lunch price was changed to \$4.85 including the effective date. This also needs to be corrected on the 2023 CNPweb Site Information Sheets. Lastly, the number of lunches sold between the first day of school year 2022-23 and the day before the price was changed needs to be multiplied by 25 cents and paid to the non-profit food service account from a nonfederal source. **SUBMIT** a receipt of transfer of funds with your corrective action plan.

*769. Indirect Cost Rate Agreement –***Finding: Comprehensive review of indirect costs was unable to be completed**

While the SFA applied for and was approved for an indirect cost rate, there was no amount entered on the 2022 Annual Financial Report for indirect costs. Several questions were asked of employees and conflicting answers were given. If food service funds are used to pay a calculated percentage of non-food service salaries, that is considered an indirect cost and must be reported as an indirect cost on the AFR. The same principle applies to prorated utilities, administrative salaries, etc. Therefore, until a determination of whether the food service is charged for indirect costs, a comprehensive review cannot be conducted.

**Corrective Action:**

The food service Annual Financial Report will be evaluated by an office team member. The AFR should reflect all financial activity within the food service account for the program year, including all expenditures. A good reference for allowable and unallowable expenditures for federal entities can be found here: <https://www.fns.usda.gov/cn/indirect-cost-guidance>. Should it be found that indirect costs are charged, the AFR will need to be amended to reflect those costs, if they are determined to be allowable.

**General Program Compliance - Fayette County School Corp (2395)***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 Update**

The wellness policy was last updated and/or revised on August 9, 2016.

**Corrective Action:**

**SUBMIT** an updated Wellness Policy using the guidance provided by your field specialist.

**Technical Assistance:**

Each local educational agency that participates in the National School Lunch Program is required by federal law to establish a local school wellness policy for all schools under its jurisdiction.

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

**Smart Snacks Technical Assistance**

Since food items are continuously changing, all foods and drinks to be sold as snacks should be validated annually using the Smart Snack Product Calculator. (The high school had sheets from 2018.) A vendor list of food items that are Smart Snack compliant is not acceptable. (The high school had one for frozen treats.) Each item must be put through the Healthier Generation calculator and the result saved in a Smart Snacks binder and updated/reviewed annually for compliance.

1212. *New School Nutrition Programs Director met hiring requirements*

**Finding: Food Safety Training for New Food Service Directors**

The food safety training was not completed within the first 30 days of employment.

**Corrective Action:**

**SUBMIT** a copy of the food safety certificate with your corrective action plan.

**Technical Assistance:**

Food Service Director are to keep their food safety training current every 5 years.

1214. *School Nutrition Programs Director met/will meet annual training requirements*

**Finding: Food Service Director's Professional Standard Training Requirement**

The FSD's completed and planned training is not listed on the submitted professional standard training summary.

**Corrective Action:**

**SUBMIT** the completed and/or planned FSD professional standard training hours for the school year.

**Technical Assistance:**

The annual required 12 hours of professional standard training hours for the FSD was discussed during the exit meeting.

**SNP Administrative Review Findings**

**Fayette County School Corp (2395)**

**Program Year 2023**

**Connersville Senior High School  
(1889)**  
1401 Spartan Dr.  
Connersville, IN 47331-1053

**Food Service Contact**  
Mrs. Kelli Meyers  
Kitchen Manager  
(765) 825-7841

Month of Review: October 2022

Date of Onsite Review: December 7, 2022

**Meal Components & Quantities - Connersville Senior High School (1889)**

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

**Finding: Importance of Daily Production Records**

One the day of the lunch observation, only a 1.25 grain ounce roll was going to be served with the chef salad until when questioned by the field specialist, the food service staff looked at the daily production record and saw that two rolls were to be served. This correction was made prior to the beginning of the meal service.

**Corrective Action:**

All school managers are to be trained on the importance of following the planned daily production record serving sizes. The managers need to train their staff on this requirement. **SUBMIT** a copy of this manager training with topic discussed, date, and names of attendees,

**Technical Assistance:**

During the onsite lunch observation, this finding was discussed with the manager. The manager then placed a sign beside the chef salads stating that two rolls are included with the salad.

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

**Finding: Vegetable Subgroups**

On the day of the lunch observation, the same vegetables were not offered on all serving lines, making it possible that all weekly vegetable subgroups are not offered in all serving lines.

**Corrective Action:**

In the corrective action plan, describe the new procedure to ensure the weekly vegetable subgroups are being offered in all serving lines. Train staff on this procedure and **SUBMIT** a copy of the training with topic discussed, date, and names of attendees,

**Technical Assistance:**

During the exit meeting, this requirement was discussed. Some students may not always go through other serving lines and be offered the weekly vegetable subgroups.

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

**Finding: Insufficient Daily Grain for One Menu Certification Entrée**

For the lunch menu certification week, the hot dog bun served with the chili cheese dog on Thursday at the high school did not meet the lunch grain ounce requirement (2 ounces) for the 9-12 grade group. The bun was 1.75 grain ounces.

**Corrective Action:**

Grades 9-12 are required to receive at least two grain ounces with a lunch. To correct this error for this chili cheese dog, **SUBMIT** the new crediting information for the new bun or additional grain to the planned menu with your corrective action.

**Technical Assistance:**

During the exit meeting the requirement if grades 9-12 are to receive at least two grain ounces with a lunch was reviewed.

**General Program Compliance - Connersville Senior High School (1889)**

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

**Finding: Buy American Violation**

Broccoli, Cucumbers, and iceberg lettuce all purchased from outside the USA and were found in the high school food storage area. These food items are grown in the USA.

**Corrective Action:**

**SUBMIT** documentation on reasoning why these domestically available products were purchased from countries outside of the USA.

**Technical Assistance:**

The Buy American provision was reviewed during the exit meeting.

**SNP Administrative Review Findings**

**Fayette County School Corp (2395)**

*Program Year 2023*

**Everton Elementary School (1869)**

1401 Spartan Dr.  
Connersville, IN 47331-1053

**Food Service Contact**

Mrs. Beth Lipp  
Kitchen Manager  
(765) 825-5840

Month of Review: October 2022

Date of Onsite Review: December 5, 2022

**Meal Components & Quantities - Everton Elementary School (1869)**

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

**Finding: Offer vs. Serve**

On the day of lunch review, the cashier required all students to select a fruit even if they already had a creditable meal.

**Corrective Action:**

Prior to anyone being a cashier, comprehensive offer vs. serve training must be conducted. As part of your corrective action training, **SUBMIT** training documentation that all cashiers have been retraining on offer vs. serve procedures. The documentation must include the topic discussed, the date and signatures of attendees.

**Technical Assistance:**

During the exit meeting, the reason why offer vs. serve was developed was reviewed. The field specialist reminded food service staff that by adding extra food onto the student tray it defeats the whole purpose of OVS.