

SNP Administrative Review Findings**Community Schools of Frankfort (1170)****Program Year 2023****Community Schools of Frankfort (1170)**

2400 East Wabash
Frankfort, IN 46041-9429

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 5 / 1
Month of Review: December 2022

Commendations

- * The SFA was very organized and prepared for the on-site review. Staff appeared well trained for job functions relating to School Nutrition Programs. The food service director and assistant food service director are both new to their positions and should be commended for their quick grasp of program requirements.

Certification and Benefit Issuance - Community Schools of Frankfort (1170)

126. *Certification: selected applications correctly approved*

Finding 9000: Application incorrectly approved

A sample of free and reduced students' eligibility was reviewed. One application from a sample of 525 was approved incorrectly. The household was approved for free meals and should have been reduced. All other applications reviewed were approved correctly.

Corrective Action:

The SFA has sent a letter to the household notifying them of the change. The household was given 10 days before being changed to reduced meals. The sponsor corrected the issue immediately. No further action is required.

Technical Assistance:

Best practice would be a second person reviewing income applications to ensure households are approved for the correct benefit.

Verification - Community Schools of Frankfort (1170)

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

Finding 9000: Verification

Incorrect method was used when selecting applications for verification. Sponsor used random method instead of error prone.

Corrective Action:

Sponsor must complete verification by selecting error prone applications. They will submit their Verification Summary Report as corrective action. Also, the sponsor will complete Verification training on Moodle and submit their training certificate as corrective action.

Resource Management Comprehensive Review - Community Schools of Frankfort (1170)

767. *Nonprogram Revenue and Food Cost Ratio*

Technical Assistance

During times when food costs are continuously rising, it's important to be mindful of a la carte pricing. If the cost of a la carte foods rise significantly during the school year, the SFA may need to increase what they charge for a la carte items to remain in compliance.

General Program Compliance - Community Schools of Frankfort (1170)

1216. School Nutrition Programs staff met/will meet annual training requirements

Finding 9000: Tracking trainings

The SFA did not retain sign in sheets for all trainings completed for cafeteria staff.

Corrective Action:

Many of the schools did retain proof of trainings via sign in sheets. Therefore, there was miscommunication between a few cafeteria managers as to the requirements. The FSD has spoken with these managers to ensure they are aware of the requirements when training their staff. If managers implement changes as discussed, no further action is needed.

SNP Administrative Review Findings

Community Schools of Frankfort (1170)

Program Year 2023

Suncrest Elementary School (1020)

2400 East Wabash
Frankfort, IN 46041-9429

Food Service Contact

Mrs. Mandy Barnes
Manager
(765) 659-6265

Month of Review: December 2022

Date of Onsite Review: January 24, 2023

Meal Components & Quantities - Suncrest Elementary School (1020)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Technical Assistance

If a student has a doctor's note that states to replace milk with juice, juice is able to be provided. If juice is offered as part of the fruit component, the student is able to select a juice. Therefore, the student could take two juices and still be in compliance with meal pattern requirements.

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9053: Milk variety not offered throughout serving period on Day of Review.

As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period on all meal service lines during breakfast.

Corrective Action:

The SA provided technical assistance to the cafeteria staff while on-site. Additional milk varieties were on-site in the walk-in cooler but were not placed in milk coolers on the serving lines during breakfast. Even though other milk varieties are not as popular as chocolate, they must be available for students to choose. The cafeteria staff have added one case of 1% white milk to each serving line milk cooler and will continue this practice for all future meal services. If implemented as discussed, no further action is needed.

404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk

Technical Assistance

Breakfast and lunch signage that explains what constitutes a reimbursable meal must be at the beginning of each service line. On the day of review, breakfast signage was located on one serving line and lunch signage was located on the other.

406. Day of Review- the meal service is structured to comply with the required age/grade group meal pattern requirements when multiple menus and/or age/grade groups are served

Finding 9000: CACFP meal pattern not followed for Pre-K students

Pre-K students were allowed to select chocolate milk at lunch when not co-mingled. Since Pre-K students were not co-mingled with older children in the cafeteria, they must follow CACFP meal pattern requirements. CACFP only allows white milk to be served with the meal. No flavored milk is allowed.

Corrective Action:

Staff associated with preparing Pre-K meals will complete CACFP meal pattern training and submit their sign-in sheet and training documents as corrective action.

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

Technical Assistance

The SFA is reminded to list all foods contributing to meal pattern requirements on the menu.

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

Finding 9000: Ensuring Students Select a Reimbursable Meal

During breakfast day of review, it was observed the cashiers were not checking breakfast bags to ensure students had selected a reimbursable meal before recording the meal under their account.

Corrective Action:

The SFA will submit their new procedure for ensuring students select a reimbursable meal at breakfast.

Technical Assistance:

Clear bags or disposable paper boat would be a great option to allow cashiers to easily see what students have selected.