

SNP Administrative Review Findings

Franklin County Community Schools (2475)

Program Year 2023

Franklin County Community Schools (2475)

225 E 10th Street
Brookville, IN 47012-7130

Food Service Contact

Mrs. Courtney Halloran
Director of Food Service
(765) 647-4128
challoran@fccsc.k12.in.us

Executive Contact

Dr. Tammy Chavis
Superintendent
(765) 647-4128
tchavis@fccsc.k12.in.us

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

Commendations

- * The field specialist was grateful how accommodating the staff members were at Franklin County Middle School.

Technical Assistance

- * It would be nice to see some additional/noticeable signage as a reminder for all students that the second fruit can be taken on the breakfast line.
- * It is highly suggested that the wellness policy has the month and year it was last updated on the document.
- * While there is no size requirement for the Offer vs. Serve signs, it is recommended that larger signs be posted for students to easily understand the procedure.
- * Due to the changing of food product formulas, snack items should be run through the Smart Snacks Product Calculator on an annual basis to ensure compliance.

Verification - Franklin County Community Schools (2475)

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

Finding: Direct Verification

The 2022 Verification Summary Report stated zero were confirmed through direct verification, but the notes stated that six household's verification results were through direct verification.

Corrective Action:

Confirm that in the future that whatever is stated on the Verification Summary Report is a true representation of the verification results. The individual conducting the verification process is required to completed Verification via IDOE Moodle website, [Indiana Department of Education](https://www.in.gov/education) and/or Verification Webinar Training. Confirm this training will be completed next school year.

Technical Assistance:

A technical assistance was conducted on this specific finding.

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

Finding: Details of the Verification Notification Letter

The initial verification notification household letter did not have whom to contact at the SFA if they have questions. That section was omitted.

Corrective Action:

Confirm that in the future all required parts of the verification notification household letter are included in the letters sent to the households. The individual conducting the verification process is required to completed Verification via IDOE Moodle website, [Indiana Department of Education](https://www.in.gov/education) and/or Verification Webinar Training. Confirm this training will be completed next school year.

Technical Assistance:

A technical assistance was conducted on the specific finding during the onsite administrative review.

213. SFA's notice of adverse action contained all required information, including notification of appeal rights

Finding: Undated Verification Result Letters

Dates were not on the Verification Results Letters sent to the households. Therefore, the field specialist was not able to verify whether 10 calendar days to appeal was given from the date on the notification result letter.

Corrective Action:

Verification Results Letters sent to the households must always be dated. The individual conducting the verification process is required to completed Verification via IDOE Moodle website, [Indiana Department of Education](https://www.in.gov/education) and/or Verification Webinar Training. Please provide evidence that this training has been completed as a part of corrective action.

Technical Assistance:

A technical assistance on this specific finding was conducted during the onsite review.

215. SFA completed verification by November 15

Finding: November 15th Verification Deadline

The initial verification notification household letter had a due date of November 15th. In order to allow for follow-up contact calls or letters to be sent to be made for those households that did not comply with the initial deadline and for the November 15th deadline to be met, this due date needs to be made much earlier.

Corrective Action:

The verification process should begin in early October, giving a week to 10 days for the selected households to respond. The individual conducting the verification process is required to completed Verification via IDOE Moodle website, [Indiana Department of Education](https://www.in.gov/education) and/or Verification Webinar Training. Please complete the Verification training in Moodle and provide proof of completion as corrective action. Consider also doing the training as a refresher prior to the start of verification next school year.

Technical Assistance:

A technical assistance was conducted on this specific finding.

215. SFA completed verification by November 15

Finding: Verification Documentation *Repeat Finding

All supporting verification documentation from 2022 was not kept on file.

Corrective Action:

Confirm that all documentation sent (copies) and received is to be kept on file for all verified households. It is suggested that a file be kept on each selected verified household. The individual conducting the verification process is required to completed Verification via IDOE Moodle website, [Indiana Department of Education](https://www.in.gov/education) and/or Verification Webinar Training. Please complete the Verification training in Moodle and provide proof of completion as corrective action. Consider also doing the training as a refresher prior to the start of verification next school year.

Technical Assistance:

A technical assistance was conducted on this specific finding during the onsite.

Resource Management Comprehensive Review - Franklin County Community Schools (2475)**765. Adult Meals****Finding: Insufficient Adult Lunch Price**

The 2023 Site Information Sheet states that adults are being charged \$3.90 for lunch. On the day of review the field specialist noted that they are actually charged only \$3.25. The adult meal price approved in CNPweb must be charged or the full amount recovered using nonfederal funds.

Corrective Action:

Adult meal prices should be calculated annually using the instructions found here: [Meal Prices for Adults - Google Docs](#). Submit with your corrective action the email notification that was sent out to the Franklin County Community Staff regarding this change in lunch cost if the adult meals will not be supported with general funds. Please confirm the correct adult meal price using the adult meal price calculation. The 2023 CNPweb Site Information Sheets also need to be updated with the recalculated price if it changes. Lastly, the number of adult lunches sold between the first day of school year 2022-23 and the day before the price was corrected needs to be multiplied by 65 cents and transferred to the non-profit food service account, as the school nutrition program cannot fund the cost of adult meals. In the corrective action plan, provide all the requested documentation, including the amount and the date the deposit was made into the non-profit food service account.

Technical Assistance:

A technical assistance was conducted regarding this finding during the onsite review.

SNP Administrative Review Findings**Franklin County Community Schools (2475)****Program Year 2023****Franklin County Middle School (2123)**

225 E 10th st
Brookville, IN 47012-7130

Food Service Contact

Mrs. Angela Westerfeld
Cafeteria Manager
(765) 647-6040

Month of Review: September 2022

Date of Onsite Review: November 15, 2022

Meal Counting & Claiming - Franklin County Middle School (2123)

318. *Day of Review- each meal service line provides an accurate count by eligibility category at the point of service*

Finding: 5th Grader without a lunch account number

During breakfast a 5th grader came through the line and was not counted for a breakfast because they did not have a meal service account number at the school, even though they have access to eat meals at that school every day.

Corrective Action:

Meals should be recorded and claimed at the school where the students are served unless it is an unusual occurrence. Please provide documentation showing how this situation is resolved.

Technical Assistance:

A technical assistance was conducted on this finding.

Meal Components & Quantities - Franklin County Middle School (2123)

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

Finding: Foods Provided Free

During breakfast, one student selected only apple slices from the serving line. As the student started to walk away, the field specialist asked the cashier how she will charge him for the apple slices and she replied that they can have them for free. Therefore, food service did not receive any revenue from this transaction.

Corrective Action:

Food given for free must be recorded as a nonprogram food with zero revenue collected. A policy should be developed and implemented to reflect how food given away free to the students is documented. While the food service does not have to charge the student, allowing this practice on a regular basis could lead to a lack of revenue for foods given away. Additionally, all students should be treated the same at schools. Ensure that there is written guidance to food service staff so that these situations are handled consistently across all schools.

Technical Assistance:

A technical assistance was conducted with the food service director regarding this finding.

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

Finding: Daily Entrée Recipes

Recipes for the daily entrées have missing ingredients and/or incorrect ingredients or are not standardized. Determining how the entrees credit toward the meal pattern is not possible if recipes are not standardized.

Corrective Action:

Please see the Crediting Resources document found here: [Crediting Resources - Google Docs](#) Page 2 has an entire section on Standardized recipes including how to standardized a recipe and recipes already standardized that can be used in child nutrition programs. Provide an example of a standardized recipe that will be used and confirm that standardization of all recipes used will take place.

Technical Assistance:

A technical assistance was conducted while onsite.

SNP Administrative Review Findings
Program Year 2023

Franklin County Community Schools (2475)

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

Finding: Daily Production Records

Daily Production Records are not always fully completed.

Corrective Action:

Staff should be trained how to fully complete each meal's production record as proof of meal pattern and component size requirements. Production record training can be found on the IDOE Moodle website: [Indiana Department of Education](#) Staff can create their own username and password using the menu to the right-hand side. Please provide documentation that at least one person has completed production records training and who will be responsible for training other staff and checking production record completion at each school.

Technical Assistance:

A technical assistance was conducted on this finding while onsite.

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

Finding: Insufficient Grain and Meat/Meat Alternate Ounces for Menu Certification Week

The grains and meat/meat ounces for the menu certification week were insufficient but were corrected while onsite.

Corrective Action:

The menu planner must plan menus to ensure that each grade group meets the daily and weekly requirements for all components; grades K-8 students must receive at least eight ounces of grain and nine ounces of meat/meat alternate each week. As corrective action, please complete the Meal Pattern training found in the Moodle website and provide the certificate as proof of completion.

Technical Assistance:

A technical assistance was conducted on these specific findings.

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

Finding: Standardized Recipes Crediting Information

The crediting information is not always stated on the standardized recipes.

Corrective Action:

Complete the Crediting Course in Moodle and provide the certificate of completion as corrective action.

Technical Assistance:

A technical assistance was conducted on this finding.

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

Finding: Breakfast Offer vs. Serve

During the breakfast meal service observation, the cashier continuously reminded students that today they had to get a milk and a fruit.

Corrective Action:

Confirm that the food service staff are always requiring the students to pick up a creditable meal even when the field specialist is not there.

Technical Assistance:

A technical assistance was conducted on this requirement,