

SNP Administrative Review Findings**Frontier School Corporation (8525)****Program Year 2019****Frontier School Corporation (8525)**

126 East Main Street
Chalmers, IN 47929-0809

Food Service Contact

Ms. Rhonda Morgan
Food Service Director
(219) 984-5009

Executive Contact

Mr. Dan Sighting
Superintendent
(219) 984-5009

No. of Sites / Reviewed: 2 / 1
Month of Review: March 2019

Commendations

- * The staff at the reviewed school were very eager and willing to learn new ways to increase participation.

Certification and Benefit Issuance - Frontier School Corporation (8525)**138. Updating Benefits Issuance documents accurately, timely?****Finding 9000: Technical Assistance****Technical Assistance:**

SFA should date stamp each application as it is received to ensure they are processed within the allotted 10 day period.

Verification - Frontier School Corporation (8525)**211. Verification notification letter?****Finding 9000: Technical Assistance****Technical Assistance:**

To ensure all verification notification is sent to households within the required timeframe, add the date to each letter as a way to show compliance.

211. Verification notification letter?**Finding 9044: Verification notification letter does not contain all required information.**

The SFA's verification notification letter does not include all required information and does not contain the proper non-discrimination statement.

Corrective Action:

SFA will submit their corrected "We Have Checked Your Application" letter as corrective action. They will use the state agency template as a guide.

212. Household failed to respond to verification request - SFA follow-up?**Finding 9000: Household submitting more than one application per school year**

One household selected for verification did not respond and was changed to full pay. Later in the school year, this household submitted a new application and was changed back to free meals. Households selected for verification that do not respond must always submit income documents to prove eligibility before given a free or reduced benefit within the same school year.

Corrective Action:

SFA must provide evidence that the household was sent a new verification request and the outcome of this request.

214. Student eligibility change due to verification – update Benefits Issuance list?**Finding 9046: Change in student benefit levels due to Verification results not updated as required.**

For students whose eligibility changed due to Verification, the SFA did not update the eligibility status on the benefit issuance

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document(s) according to regulations. One household was determined, through verification, to be reduced instead of free. The change was never updated in the POS system; therefore, the household was still receiving free meals. (42 breakfasts and 63 lunches) The value of overclaim for these meals was \$37.50 but no fiscal action is being taken. However, the SFA must provide written procedures to ensure that changes to eligibility as a result of verification will be applied as required in the *Eligibility Manual for School Meals*.

Corrective Action:

Please provide the procedures put in place that will prevent this issue from occurring in the future.

215. SFA complete verification by Nov 15 or request extension?**Finding 9048: Verification not completed by November 15.**

For the 2018-2019 school year, the SFA did not complete its Verification process prior to November 15. The SFA did not have an extension approved by the SA, allowing the SFA to complete its Verification process by December 15.

Corrective Action:

The SFA will submit, in writing, how they plan to ensure Verification is complete by the November 15 deadline next school year.

General Program Compliance - Frontier School Corporation (8525)**1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?****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. Discrepancies or deficiencies found on-site: no participation by students, parents, community members, school officials, or teachers in developing policy, USDA requirements for school meals, nutritional guidelines for foods sold in school, nutritional guidelines for non-sold foods, food and beverage marketing, goals for nutrition promotion, goals for other school activities, evaluation needs to be completed in 2019-2020 school year. Wellness policy has not been updated since its adoption in 2007.

Corrective Action:

The SFA will outline a time frame that the local wellness policy will be updated to meet USDA requirements. The assessment of the local wellness policy must be completed in the 2019-2020 school year, so the update must occur prior to then.

Technical Assistance:

The State Agency reviewer recommends using IDOE template for local wellness policy and take the local wellness policy course on inTEAM before final revisions are made.

1216. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?**Finding 9000: Technical Assistance****Technical Assistance:**

SFA must do additional training to ensure all kitchen staff receive the required training hours for this school year. Many of the hours the SFA counted for training did not qualify.

1217. Frequency of tracking training hours**Finding 9000: Technical Assistance****Technical Assistance:**

SFA must retain a training sign-in sheet for all trainings conducted as proof employees attended.

1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?

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Finding 9009: SFSP & SBP Outreach 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 SFSP & SBP Outreach procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: no outreach for SFSP.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's SFSP & SBP Outreach procedures identified from the Off-site Assessment Tool: SFA will submit, in writing, how they will inform households of surrounding SFSP programs and when children can go to receive a free meal.

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Food Service Director
(219) 984-5009

Month of Review: March 2019

Date of Onsite Review: April 4, 2019

Meal Components & Quantities - Frontier Jr/Sr High School (9137)

401. DOR - meals selected by students contain all required components/quantities? Enter data.

Finding 9000: Fruit and Vegetable portions

Prior to meal service, it was discovered students were not allowed to take the full portion of fruit. They were only allowed to take 1/2 cup. Even if a school is utilizing the OVS method, students still have the option to take the full portion of fruits and vegetables. The full fruit portion for high schools is 1 cup.

Corrective Action:

SFA understands the requirements for fruits and vegetables and has corrected the issue while SA was on-site. No further action required.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

Finding 9000: Milk count tracking

Upon review of the SFA's production records, it was discovered the SFA does not track milk usage. Milk is a required component of the NSLP and must be recorded and tracked to show compliance.

Corrective Action:

The SFA will begin tracking milk usage on their daily production records. Milk will be counted by individual flavor. Milk tracking must be included on the production records already being submitted for corrective action to the state agency.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

Finding 9000: Production records not completed correctly

For the week of review, production records reviewed were lacking information. Also, current production record utilized by the SFA was missing required information: entrée serving size, number of planned servings, number of servings prepared, number served, and leftovers.

Corrective Action:

The SFA will begin using the state agency production record template and will submit a 5 days of breakfast and lunch production records as corrective action.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

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 February 4-8, 2019, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group being served. Meals missing required meal components during the week reviewed: Beef nachos and cheese entrée and tortilla.

Corrective Action:

Shortages have been corrected to menu while SA was on-site to include adequate amounts of MMA and grain. The SFA has a better understanding of the meal pattern requirements. No further action required.

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Technical Assistance:

The school was provided technical assistance during the on-site visit.

501. Cafeteria staff trained on OVS?

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

No OVS training was completed this school year. As a program requirement, employees must receive OVS training each year.

Corrective Action:

The SFA will conduct OVS training and submit their training documents and employee sign-in sheet as corrective action.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

General Program Compliance - Frontier Jr/Sr High School (9137)

901. On-site monitoring review completed prior to February 1?

Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.

The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year.

Corrective Action:

SFA will complete all required on-site reviews and submit documentation to state agency as corrective action.