

SNP Administrative Review Findings

Greencastle Community School Corp (6755)

Program Year 2024

Greencastle Community School Corp (6755)

1002 Mill Pond Drive
Greencastle, IN 46135-2085

Food Service Contact

Mrs. Shelley Gardner
Deputy Treasurer/FSD
(765) 653-9771
sgardner@greencastle.k12.in.us
FSMC: Chartwells

Executive Contact

Mr. Jeffery Gibboney
Superintendent
(765) 653-9771
jgibboney@greencastle.k12.in.us

No. of Sites / Reviewed: 5 / 2
Month of Review: October 2023

Commendations

- * The staff were friendly and eager to learn.
- * The kitchen at Deer Meadow Primary was clean and organized, even with the addition of the high school inventory due to the remodel.
- * The production records for Deer Meadow Primary are thoroughly completed, including proper documentation of substitutions.

Technical Assistance

- * The menus include some healthy, creative items for entrees and vegetables. On the day of review, a scratch-made broccoli salad was offered but did not have great acceptance from students. It is suggested that new products are taste-tested with students before the items are planned to be served. This will expose students to the menu items offered, which will help increase consumption.

FSMC Oversight: The school corporation must ensure the corporation employee overseeing the FSMC contract has a strong working knowledge of USDA programs. The School Food Authority (SFA) must continue to review all documentation related to services provided by the FSMC, including but not limited to the following: reviewing the itemized monthly statements to ensure there are no questionable or unallowable charges billed to the food service account, reviewing the SFA available USDA Foods for use in menus to ensure the corporation is getting full value from the use of commodities in reimbursable meals and not used for other activities, inspecting all kitchens regularly to ensure foods are stored properly, rotated on FIFO, and secured from theft and spoilage. The following items were recommended to the SFA regarding FSMC billing:

- For accuracy, the SFA should create a standard operating procedure to review every monthly itemized, detailed billing.
- The SFA should determine approval procedures for FSMC travel, employee recognition programs, timekeeping records, and/or shared labor between SFAs.
- The SFA should receive training on how to read the reports provided by the FSMC.

Certification and Benefit Issuance - Greencastle Community School Corp (6755)

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

Finding 9000: Retention of Free and Reduced Applications

Three applications were not retained for students selected as part of the review of benefit issuance. Data for the missing applications was entered by the food service management director of dining services into the free and reduced software to be calculated; however, no supporting (original application) documentation from the household was available at the time of review.

Corrective Action:

At the time of the review, the SFA contacted the households to complete an application for a qualified benefit. One household submitted a letter for SNAP qualification, one completed the application that did not result in a change, and one household did not respond to the request. The school food service director sent a letter of adverse action and provided a copy to the reviewer, including the effective date change in the POS.

A new procedure was established on November 17, 2023, regarding receiving paper free and reduced applications. The new procedure will require applications to be collected by the school secretary, who will date stamp them before turning the applications in to the FSMC director of dining services to be calculated. Every Friday, all paper applications will be turned in to the corporation office to the school food service director. **Therefore, an additional response is not required.**

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Technical Assistance:

During the onsite review, this finding and corrective action were discussed with the superintendent, school food service director, and director of dining services.

130. Household notification of denied benefits is consistent with FNS requirements

Finding 9021: Denial of benefits notification to a household not consistent with FNS requirements.

Notification sent to denied households required households to submit income documentation with new application submission.

Corrective Action:

The school food service director corrected the letter at the time of review. **Therefore, an additional response is not required.**

133. Direct Certifications were correctly certified

Technical Assistance: Direct Certifications were not correctly certified

Five students identified during the benefit issuance review received a lesser benefit than qualified. Due to a notification error in CNPweb, the SFA was unaware of the increased benefits for these students. The reviewer provided technical assistance onsite on how to identify the new changes. The food service director implemented the new changes on November 15, 2023, and provided documentation to the reviewer indicating a changed effective date.

Verification - Greencastle Community School Corp (6755)

207. SFA completed verification and verified that the applications on file match FNS-742.

Summary of Verification Reviewed for SBOA

7 CFR Part 245.6(a) requires that each School Food Authority properly select and verify a sample of the approved free and reduced-price applications on file as of October 1 of each school year.

Verification procedure used: Standard, Error-Prone.

Number of applications on file as of October 1: 59

Number of applications selected for verification: 2

Number of additional applications verified for cause: 0

Number of applications with no response: 0

Number of applications with changes: 1

Number of verified applications reviewed by State Agency staff during the review: 2

Based on the method and sample size selected, verification is considered complete, and no additional sampling is necessary.

Technical Assistance:

For more information regarding verification, please visit the following website: <https://www.in.gov/doi/nutrition/free-and-reduced-information/verification-and-direct-verification/>

Meal Counting & Claiming - Greencastle Community School Corp (6755)

314. SFA is following the approved SFA-SA agreement

Technical Assistance- CNPweb Sponsor and Site Applications

During the onsite review, the reviewer went over the CNPweb site applications and sponsor application with the school food service director. Some changes were identified for single-user logins, FSMC contact, and meal counting and claiming methods. The school FSD updated all areas accordingly.

766. *Assessing Compliance with the Non-program Foods Revenue/Cost Ratio*

Finding 9000: Assessment of Non-Program Foods Revenue/Cost Ratio

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

Corrective Action:

The SFA must assess compliance with the revenue from non-program foods. For corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. **Please submit the non-program revenue tool with documentation to support the figures used.**

Technical Assistance:

The reviewer provided the food service director with the USDA memo SP20-2016 explaining the reference period with a 5-day revenue tool.

General Program Compliance - Greencastle Community School Corp (6755)

810. *The USDA non-discrimination statement is on appropriate Program materials*

Technical Assistance: Non-compliance with the USDA non-discrimination statement

The USDA non-discrimination statement (NDS) on the onsite school website links the bylaws and policies regarding non-discrimination for food service, which does not contain the full NDS. The SFA immediately updated the school website to link to the full USDA NDS directly.

1007. *Onsite observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions, and responses demonstrate compliance with FNS requirements*

Technical Assistance- Triennial Assessment

Although the triennial assessment was completed, it was not completed within the June 30, 2023, waiver extensions. It is suggested the wellness committee set deadlines to complete the triennial assessment once every three years. While this is not a finding, if the triennial assessment is not completed by the required due date, it could result in future findings. Furthermore, the reviewer provided several recommendations to revise the wording of the local school wellness policy in the next wellness meeting.

SNP Administrative Review Findings

Greencastle Community School Corp (6755)

Program Year 2024

Deer Meadow Primary School (7107)

1002 Mill Pond Drive
Greencastle, IN 46135-2085

Food Service Contact

Ms. Mandy Haddon
Cafeteria Manager
(765) 653-3518

Month of Review: October 2023

Date of Onsite Review: November 14, 2023

Meal Counting & Claiming - Deer Meadow Primary School (7107)

322. *Review Period- daily meal counts by category do not exceed the number of eligible students by category*

Technical Assistance- Free, Reduced, Paid Eligibles

The total number of reported eligible children is from the last day of the month. The total number of eligible children should reflect the highest number of enrolled students in each category on a given day within the month.

General Program Compliance - Deer Meadow Primary School (7107)

1408. *Temperature logs are available*

Technical Assistance- Temperature Log Retention

The school did not start the retention of temperature logs until October 2023. Temperature logs should be kept for five years per the Department of Health and Education. The kitchen manager started retaining all site records onsite. While this is not a finding, it could result in additional findings and/or corrective action if found in subsequent reviews.

Record Retention Log-

https://docs.google.com/document/d/1pv9_WHvEMp9GbR3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit?usp=sharing

1409. *Onsite or off-site storage violations were observed*

Finding 9150: Storage violations were observed.

The SFA must ensure that all its facilities for the handling, storing, and distributing purchased and donated foods are properly safeguarded against theft, spoilage, and other losses.

- Although the products received from the vendor have a date sticker, no date is transferred to the items when the school locally removes the products from the package. Therefore, date marking products help the staff properly execute first-in-first-out and first-expired-first-out methods.
- Foods delivered to the classrooms are not covered.

Corrective Action:

During the onsite review, the reviewer provided technical assistance to the FSMC director of dining services and cafeteria manager regarding dating products when received, including transferring the date when items were removed from the packaging for further storage. The FSMC director of dining services sent out a communication to all the school cafeteria managers explaining the procedure. Technical assistance was also provided for the uncovered foods; staff immediately covered foods with wrap prior to classroom delivery. **Therefore, an additional response is not required.**

SNP Administrative Review Findings**Greencastle Community School Corp (6755)***Program Year 2024*

Tzouanakis Elementary School (7102) Food Service Contact
1002 Mill Pond Drive
Greencastle, IN 46135-2085
Ms. Nicole Dearing
Cafeteria Manager
(765) 653-4700

Month of Review: October 2023

Date of Onsite Review: November 14, 2023

Other Federal Programs - Tzouanakis Elementary School (7102)*6. Day of review Menu, Meal Patterns, Production records.***Finding 9000: Meal Pattern- Crediting**

The snack menu contained two days of insufficient servings for one component (Nutri-Grain bar 1.31oz serving for a .75oz grain equivalency). Additionally, this item was insufficient on the day of review, and planned for the grain component for breakfast at Deer Meadow Primary School the following day. At this time, snacks have not been disallowed; however, if insufficient snack components are found in subsequent reviews, snacks could be disallowed.

Corrective Action:

The school receives different sizes of Nutri-Grain bars, ranging from .75oz to 1oz grain equivalent. During the onsite review, the cafeteria manager switched the Nutri-Grain bars to the 1oz grain equivalency. The FSMC director of dining services also updated order guides to purchase the 1.55oz/1oz equivalent Nutri-Grain bar, which was validated by the reviewer onsite. The FSMC director of dining services also transferred all .75oz grain equivalent Nutri-Grain bars to the middle school to be sold as an ala carte item. **Therefore, an additional response is not required.**