

SNP Administrative Review Findings

Hamilton Heights School Corp (3025)

Program Year 2024

Hamilton Heights School Corp (3025)

410 W. Main Street
Arcadia, IN 46030-0469

Food Service Contact

Ms. Patty Hicks
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Executive Contact

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Superintendent
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No. of Sites / Reviewed: 3 / 1
Month of Review: December 2023

Certification and Benefit Issuance - Hamilton Heights School Corp (3025)

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

Finding 9764: Validation of Off-Site Assessment Tool

On-site observations do not validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and do not demonstrate compliance with FNS requirements. Regarding the 30-day carryover, a 10-day hold was provided when a student's rollover status changed to a lesser benefit once the meal application for the new school year was processed. The issue was noted on three meal applications from the pulled sample; however, the 10-day hold expired before the school year started, so all students started the year with the correct meal benefits.

Corrective Action:

Technical assistance was provided to the Food Service Director and Asst Food Service Director. It was explained that children who receive free or reduced meal benefits during the previous school year are only eligible for free or reduced meals up to 30 operating days into the next school year, or until a new eligibility determination is made, whichever comes first. The new eligibility determination must go into effect immediately. Both verbally acknowledged that they understood the 30-day carryover process. **No further corrective action is needed.**

Technical Assistance:

30-day Carryover Fact Sheet:

<https://docs.google.com/document/d/1o8MXjpnjs248XKWsrRtIU6oFAyczkmdY3SZHq1pgnk/edit>

General Program Compliance - Hamilton Heights School Corp (3025)

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

Finding 10125: Non-compliance with the USDA non-discrimination statement

The USDA nondiscrimination statement was used incorrectly on appropriate program materials. The short statement was used on free/reduced meal application notification letters.

Corrective Action:

Technical assistance was provided to the Food Service Director and Asst Food Service Director. It was explained that the full nondiscrimination statement must be used on all meal application and verification notification letters. In general, the full nondiscrimination statement must be used on any document of two or more pages, but on documents of one page or less, the short statement may be used; either statement must be the same font size as the rest of the document. Both verbally acknowledged that they understood the requirements. The Food Service Director updated all notification letter templates while the Field Specialist was onsite. **No further corrective action is needed.**

Technical Assistance:

To access the full and short nondiscrimination statements, please visit: <https://www.in.gov/doe/nutrition/civil-rights-requirements/>

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*Program Year 2024***Hamilton Heights School Corp (3025)**

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

Technical Assistance: Wellness Policy Requirements

Technical assistance was provided to the Food Service Director, Asst Food Service Director, Superintendent, and Business Manager regarding stakeholder participation, minimum policy requirements, and the need to complete the triennial assessment. They were further reminded to post the results of the assessment on the corporation website. The results of the assessment are expected to be posted immediately.

Minimum Requirements: <https://www.in.gov/doe/files/minimum-requirements.pdf>

Triennial Assessment Template: <https://www.in.gov/doe/files/triennial-assessment-template.pdf>



SNP Administrative Review Findings

Hamilton Heights School Corp (3025)

Program Year 2024

**Hamilton Heights Elementary School
(2478)**

410 W. Main Street
Arcadia, IN 46030-0469

Food Service Contact

Ms. Patty Hicks
HHSC Food Service Director/HHES
Cafe Manager
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Month of Review: December 2023

Date of Onsite Review: January 24, 2024

No Findings during Site 2478 Review