

SNP Administrative Review Findings**Joshua Academy Charter School (9495)****Program Year 2020****Joshua Academy Charter School (9495)**

1230 E Illinois Street
Evansville, IN 47711-5745

Food Service Contact

Mrs. Sandy Byers
Finance Manager
(812) 401-6300
FSMC: Aramark

Executive Contact

Mrs. Arveneda McDonald
Principal
(812) 401-6300

No. of Sites / Reviewed: 1 / 1
Month of Review: September 2019

Commendations

- * The FFVP coordinator does a really good job researching facts for the upcoming fruit and vegetable selections. The students were excited to participate and eager to learn facts of what they were tasting.

Meal Counting & Claiming - Joshua Academy Charter School (9495)

313. *On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

Finding 9000: Meal Charging Procedures

Although the SFA participates in CEP, the school allows charging of adult meals and/or extras. The SFA does not have a written procedure for adults charging in child nutrition programs.

Corrective Action:

The SFA will need to develop a written procedure that explains meal charging procedures. For corrective action, please submit the written, developed procedures.

Technical Assistance:

The reviewer provided the meal charging procedures template.

314. *SFA is following the approved SFA-SA agreement*

Finding 9000: Technical Assistance- CNPweb Application**Technical Assistance:**

The reviewer provided technical assistance on program operating months for FFVP and site managers as contacts in the CNPweb application. The food service director updated the application to reflect the site food service contact and correct operating months for FFVP during the onsite review. As a reminder, when changes occur in the building, the CNPweb should be updated to reflect the most current information.

Resource Management Comprehensive Review - Joshua Academy Charter School (9495)

753. *Internal Controls*

Finding 9000: Technical Assistance- Internal Controls**Technical Assistance:**

SFA needs to ensure that employees receive financial management training annually. Refer to the provided link for some helpful resources: <https://www.doe.in.gov/nutrition/financial-management>.

757. *Allowable Costs Test*

Finding 9000: Review of Invoices to Determine Allowable Costs

During the review of the October 2018 invoices, the charges to food service from Office Depot invoices were calculated using various rates. This rate was calculated in addition to the SFA's approved indirect cost rate. It is unallowable for the SFA to calculate a cost percentage rate, outside of the approved indirect cost rate, to charge the nonprofit school foodservice account (NPSFA) for expenses.

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For corrective action, please provide documentation to show that the NPSFA was reimbursed \$84.91 for the unallowable cost percentage rate used to calculate expenses incurred from Office Depot. Additionally, please confirm that the SFA will not carry out this practice of calculating percentage rates, for expenses, outside of the approved indirect cost rate

Technical Assistance:

Next year, make sure to apply for an approved indirect cost rate through the IDOE Office of School Finance: icr@doe.in.gov

769. Indirect Cost Rate Agreement**Finding 9000: Indirect Cost Rate**

Indirect cost rate agreements expire annually, and SFAs must use the most current approved rate for each fiscal year. Public schools must apply and receive an approved indirect cost rate annually. The SFA did not obtain an indirect cost rate from the Office of School Finance. The SFA was allowed to charge the 10% de minimus rate for 2018-2019.

Corrective Action:

The SFA will need to apply for an approved calculation rate annually with the Office of School Finance to charge indirect costs to the nonprofit food service account. The SFA revised the Annual Financial Report to reflect the indirect costs (for utilities) totaling \$2,500.00 charged to the nonprofit food service account. No further action required.

Technical Assistance:

SFAs with a food service management company can only charge indirect costs for the first \$25,000 of the sub-award, meaning the school would multiply their approved indirect cost rate by \$25,000. The result is the maximum amount of indirect costs that can be charged for the life of the contract.

General Program Compliance - Joshua Academy Charter School (9495)

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

Finding 9000: Local School Wellness Policy

The current local school wellness policy is very thorough. However, it is outdated with some of the requirements in nutrition, food sold in school, wellness committee, etc. that do not align with the final rule summary. The SFA did revise the local school wellness last school year; however, it does not have any documentation to support meetings or the revised wellness policy.

Corrective Action:

The SFA needs to ensure that all policies will be maintained. Documentation should also be maintained to support outreach and meetings for the policy. For corrective action, please develop a timeline indicating when the revision will be completed. Also, please explain how all documentation will be maintained.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Sample Wellness Policy Template

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**Joshua Academy Charter School
(8203)**
1230 E Illinois Street
Evansville, IN 47711-5745

Food Service Contact
Mrs. Tina Montgomery
Kitchen manager
(812) 401-6300

Month of Review: September 2019
Date of Onsite Review: October 15, 2019

Meal Components & Quantities - Joshua Academy Charter School (8203)

410. Review Period- planned menu quantities meet the meal pattern requirements

Finding 9000: Technical Assistance- Food Production Records

Technical Assistance:

Not all substitutions are recorded on the production record. One day shows fresh apples, but the purchase units show #2 cans. This could be used for a product such as canned applesauce, which would be an allowable substitution. Production record completion requirements were discussed with the director and kitchen manager on the day of review.

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

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review for breakfast meal service, one cashier did not demonstrate a clear understanding of OVS and its requirements. Students selected a reimbursable meal, and then the students were made to select an additional item(s).

Corrective Action:

For corrective action, the cashier is required to complete the breakfast offer vs. serve training. InTEAM blackboard has many trainings that will help staff with everyday operations. The cashier is required to complete the Nutritional Quality and Meal Pattern Compliance for Program Staff in the inTEAM blackboard. Please submit the certificate of completion as documentation indicating the training has been completed.

Technical Assistance:

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

General Program Compliance - Joshua Academy Charter School (8203)

812. Day of Review- Program benefits were available to all children without discrimination

Finding 9102: Discrimination in Program benefits observed on Day of Review.

As observed on the Day of Review, Program benefits were not made available to all children without discrimination. Students were observed not having enough time to eat breakfast in the morning; some students are given a longer time to eat based on age. Several students were observed eating by the trash can after being allowed 10 minutes to eat at the cafeteria tables. These same students still had 15-20 minutes until the start of school.

Corrective Action:

All students should be allowed to eat a reimbursable breakfast while it is being served. Time limits should not be placed on students to eat breakfast in any of the protected classes of Civil Rights. It is reasonable to instruct students to finish breakfast if the school is starting to avoid students being late. For corrective action, please explain how breakfast eating times have been modified.

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are

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Program Year 2020

properly safeguarded against theft, spoilage, and other loss. On the day of review, the following food safety violations were observed.

- Donated meat stored over ready to eat produce in the cooler
- Donated meat in the cooler was expired
- Hairnets and/or restraints are worn improperly
- Staff was not changing gloves in-between tasks or washing hands before putting on a new pair of gloves

Corrective Action:

All food safety violations were corrected during the onsite review. For corrective action, the staff completes the Food Safety Basics training located in the inTEAM blackboard. Please explain how food safety has been revised. Also, please submit the training certificate from inTEAM and the staff sign-in sheet that completed the training.