

**SNP Administrative Review Findings****Knox Community School Corp (7525)***Program Year 2024***Knox Community School Corp (7525)**

#2 Redskin Trail  
Knox, IN 46534-2238

**Food Service Contact**

Mrs. Kasey Clark  
Food Service Director  
(574) 772-1604  
kclark@knox.k12.in.us

**Executive Contact**

Mr. Greg Mikulich  
Superintendent  
(574) 772-1600  
gmikulich@knox.k12.in.us

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

**Commendations**

- \* - All of the review materials were well organized for the State Agency.
- Kitchens were clean and staff was knowledgeable of program requirements.

**Certification and Benefit Issuance - Knox Community School Corp (7525)**

126. *Certification: selected applications correctly approved.*

**Technical Assistance - Direct Certification errors****Technical Assistance:**

During the administrative review, there were two students that were approved for Medicaid reduced benefits, but then switched to Medicaid free benefits sometime during the school year. These students were on no DC downloads that the SFA nor the State Agency could find which is likely due to a system error. On 11/30/2023, the FSD has changed each students' status to free. This is sufficient and no further action is necessary.

**SNP Administrative Review Findings**

**Knox Community School Corp (7525)**

*Program Year 2024*

**Knox Community Elementary School  
(7845)**  
#2 Redskin Trail  
Knox, IN 46534-2238

**Food Service Contact**  
Ms. Jennifer Hoffer  
Cafeteria Manager  
(574) 772-1604

Month of Review: October 2023

Date of Onsite Review: November 29, 2023

**Other Federal Programs - Knox Community Elementary School (7845)**

*1700. ASSP – areas identified requiring TA, CA?*

**Technical Assistance: Afterschool Snack Program areas required technical assistance or corrective action as noted on the Afterschool Snack Program review.**

**Technical Assistance:**

Areas requiring technical assistance: During the snack service, there were high school students facilitating the after school program. Some of these students were provided a snack, however, two of them did not take the milk component. When counting these as reimbursable meals, all components must be taken at the point of sale.