

SNP Administrative Review Findings

Kokomo School Corporation (3500)

Program Year 2023

Kokomo School Corporation (3500)

1500 S. Washington St.
Kokomo, IN 46902-2011

Food Service Contact

Ms. Thomasa Butler
Food Service Director
(765) 454-7112
tbutler@kokomo.k12.in.us
FSMC: Chartwells

Executive Contact

Dr. Michael Sargent
Superintendent
(765) 455-8000
msargent@kokomo.k12.in.us

No. of Sites / Reviewed: 13 / 3
Month of Review: January 2023

Technical Assistance

- * The SFA is reminded when there is a turnover in staff, all program documentation mentioning the food service director's name and contact information should be updated. Benefit issuance notification letters had the previous food service director's name and contact information.
- * Based on previous years, the administrative staff has grown substantially since contracting with a food service management company. The school is reminded to use federal child nutrition funds appropriately and spend any excess funds on improving the nutritional quality of foods served to students.
- * Much of the equipment in many of the kitchens visited during the review were broken. The school should develop a repair plan to have all equipment in operation by the beginning of the upcoming school year. If equipment is not able to be repaired, action must be taken to dispose of equipment. Questions regarding disposal of equipment can be directed to field specialist.

Certification and Benefit Issuance - Kokomo School Corporation (3500)

137. Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document

Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system (electronic POS terminal). When directly certified reduced students were transferred to the POS, they were converted to free.

Corrective Action:

SFA has contacted their software provider and resolved the issue. All students that were incorrectly transferred to the POS system as free will be changed to reduced in 10 days following notification sent to each household. No further action required.

Meal Counting & Claiming - Kokomo School Corporation (3500)

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

Finding 9000: Charge Policy

The school corporation's charge policy was found to be out of date, not reflecting that all primary schools are operating Community Eligibility Provision (CEP) and do not charge for meals.

Corrective Action:

The charge policy must be updated to reflect that schools operate CEP and will not be charged for meals, therefore will not accrue bad debt. The SFA will submit their revised charge policy as corrective action.

Resource Management - Kokomo School Corporation (3500)

705. SFA have internal controls to ensure only allowable costs charged?

Finding 9000: FSMC Contract Oversight

After reviewing invoices submitted to the school corporation by the FSMC, it was discovered that numerous expenses were charged to the school corporation that do not align with the FSMC contract. The school corporation was given a breakdown

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of expenses and outlined whose responsibility it was, either the school corporation or the FSMC. Many of the items listed as the responsibility of the FSMC were charged to the school corporation. Unless such expenses are previously agreed upon, they are considered unallowable expenses from the non-profit food service account.

With this being the first year for the school corporation to be under contract with a FSMC, the SFA must oversee all aspects of the contract to ensure all charges are reasonable, allocable, and allowable.

Corrective Action:

The school corporation appointed food service director will do an internal audit on school year 2022-2023 Food Service finances related to the non-profit food service account. They will review all invoices and purchases paid to the FSMC and validate that all purchases made were reasonable, allocable, and allowable.

All charges not validated as compliant must be repaid to the non-profit food service account. The school corporation appointed food service director will complete this task before the start of the 2023-2024 school year. A report will be sent to the SA at that time detailing any misappropriation of federal funds and how the money was restored to the food service account.

Technical Assistance:

The school corporation is reminded the FSMC is considered a contractor. This does not give them permission to make purchases that would not be otherwise allowed, such as leased cars, paid travel to and from work, staff appreciation gifts or foods, paid meals from various restaurants, or in-town hotel charges.

Additionally, purchases made online for food service items should be sent to the school where the items will be used, not to personal addresses.

General Program Compliance - Kokomo School Corporation (3500)

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

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: policy lacks measurable goals in the areas of nutrition education, nutrition promotion, physical activity, and other activities. Also, the policy must address the handling of non-sold foods during school hours, such as classroom parties, rewards, etc.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: the SFA has revised and added measurable goals for all required areas and added a section related to non-sold foods during the school day. The SFA will gain board approval at next school board meeting. If implemented as submitted, no further action is required.

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Kokomo School Corporation (3500)

Program Year 2023

Kokomo High-South Campus School (3013)
1500 S. Washington St.
Kokomo, IN 46902-2011

Food Service Contact
Mrs. Sandi Shupperd
Cafeteria Lead
(765) 455-8040

Month of Review: January 2023

Date of Onsite Review: February 21, 2023

Meal Components & Quantities - Kokomo High-South Campus School (3013)

400. Day of Review- all required meal components were available to all students during the entire meal service

Finding 9000: Students not offered choices due to in-school suspension

Students in in-school suspension, ATS (Alternative to Suspension) group, were limited to only selecting foods from 2 of the 4 serving lines. Each serving line offers different foods, therefore, all students must be able to select the foods they desire. The withholding or limiting of food is never to be used as a punishment for students/schools participating in USDA nutrition programs.

Corrective Action:

Please describe in the form of a school process or procedure how this issue will be resolved to allow these students access to all foods offered.

400. Day of Review- all required meal components were available to all students during the entire meal service

Technical Assistance

The SFA should put procedures in place that limit areas where students can re-enter the serving line after check-out. The SA observed numerous students re-entering the serving line, grabbing foods, then exiting without going through the check-out. Food theft should be managed and efforts made to deter students from doing so. Items not included with the reimbursable meal at the time the student moves through the point of sale should be charged a la carte prices.

400. Day of Review- all required meal components were available to all students during the entire meal service

Technical Assistance

The Sono line at lunch that offers tacos, nachos, and burritos was extremely long. Students at the end of the line only had 2-3 minutes to eat by the time they got through the line. The school should look for ways to speed up the line, either by making some of the items self-serve at a different location or by creating two identical serving lines.

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Finding 9000: Incomplete meals

On the day of review, the SA observed a small number of students charged for a reimbursable meal but had not selected a reimbursable meal. One of these contained only a meat/meat alternate (hamburger, no bun) and vegetable (waffle fries). The other meals contained meat/meat alternate and grain (pizza) and milk.

Corrective Action:

The cashiers must slow down the check-out line to ensure they charge each student correctly. Cashiers also will receive a refresher training on OVS to ensure they can quickly identify a reimbursable meal. The SA provided technical assistance while on-site as to what constitutes a reimbursable meal. No further action is required.

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Technical Assistance

The SFA is reminded to always use measuring utensils when serving fries to ensure they are providing accurate and consistent portion sizes to each student. On the day of review, waffle fries were served by hand and the serving size from tray to tray was very inconsistent.

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review: grain offered in chef salad. The reviewer observed the grain was not served as called for in the recipe. The SFA was able to correct and increase the grain component before meal service began. No meals will be disallowed.

Corrective Action:

The SFA must remind all staff when preparing foods, they must follow the standardized recipes for each item they prepare. The SFA will include a reminder in their monthly training meetings with all staff. If implemented as discussed, no further action is required.

General Program Compliance - Kokomo High-South Campus School (3013)

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

Finding 9150: Storage violations were observed.

The SFA must ensure that its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The milk cooler had a thick ice buildup, making it difficult for the equipment to maintain temperature. All food is not stored at least 6 inches off the floor in the cooler. Expired foods were also observed.

Corrective Action:

All storage issues were corrected on site and require no further action.

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Kokomo School Corporation (3500)

Program Year 2023

**Lafayette Park Elementary School
(2969)**

1500 S. Washington St.
Kokomo, IN 46902-2011

Food Service Contact

Mrs. Amber Brumley
Cafeteria Lead
(765) 454-7138

Month of Review: January 2023

Date of Onsite Review: February 22, 2023

Meal Components & Quantities - Lafayette Park Elementary School (2969)

400. Day of Review- all required meal components were available to all students during the entire meal service

Technical Assistance

For the younger students, the kitchen staff should keep their tray until all components have been added before passing it to the student to hold. This will speed up the serving line greatly and decrease the opportunity for spills.

400. Day of Review- all required meal components were available to all students during the entire meal service

Finding 9000: Vegetable offering

On the day of review, students that selected entree option 1 were the only students that received sweet potato fries. No matter which entree option students select, they should always have access to all vegetable (and fruit) options offered. If not, the menu planner must develop separate menus to show that all meal pattern requirements, including vegetable subgroups, are met with each entree option separately.

Corrective Action:

The staff was provided technical assistance from the SA and understand why students must be offered the sweet potato fries, no matter the entree option they select. They will now offer each vegetable to all students. If implemented as discussed, no further action is required.

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Technical Assistance

Instead of throwing all foods away at the end of meal service, the SFA should attempt to cool foods down properly, then reheat later for service. This would cut down greatly on food waste and expense.

General Program Compliance - Lafayette Park Elementary School (2969)

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

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Canned goods were observed with dents. Also, expired foods were found in dry storage area.

Corrective Action:

All foods in question were discarded while the SA was on-site during the review. No further action required.

Technical Assistance:

The SFA is reminded to routinely check all foods for expiration.

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Kokomo School Corporation (3500)

Program Year 2023

**Wallace School of Integrated Arts
(3005)**

1500 S. Washington St.
Kokomo, IN 46902-2011

Food Service Contact

Mrs. Elizabeth Hummel
Cafeteria Manager
(765) 454-7142

Month of Review: January 2023

Date of Onsite Review: February 23, 2023

Meal Components & Quantities - Wallace School of Integrated Arts (3005)

400. Day of Review- all required meal components were available to all students during the entire meal service

Finding 9000: Vegetable offering

On the day of review, students that selected entree option 1 were the only students that received French fries. No matter which entree option students select, they should always have access to all vegetable (and fruit) options offered. If not, the menu planner must develop separate menus to show that all meal pattern requirements, including vegetable subgroups, are met with each entree option separately.

Corrective Action:

The staff was provided technical assistance from the SA before meal service began and understand why students must be offered French fries, no matter the entree option they select. They will now offer each vegetable to all students. If implemented as discussed, no further action is required.

General Program Compliance - Wallace School of Integrated Arts (3005)

1405. Two food safety inspections are received each school year from the local health department

Finding 9000: Sanitizer

The sanitizer used to clean food prep surfaces was found to be weak. Sanitizer for food surfaces should be approximately 200ppm.

Corrective Action:

The kitchen staff must monitor the concentration of sanitizer in their buckets by using testing strips and change out routinely throughout the day as needed. If implemented as discussed, no further action is required.

1408. Temperature logs are available

Finding 9000: Holding temperature of foods below acceptable range

On the day of review, hot food was found to be below required holding temperature of 135 degrees and cold food was found to be above required holding temperature of 41 degrees. Food temperatures must be taken regularly throughout meal service to ensure foods are being held at appropriate temperatures to maintain food quality and safety.

Corrective Action:

The kitchen staff have started taking temperatures of all foods before the start of meal service and then in between each lunch shift to ensure holding temperatures are maintained. If implemented as described, no further action is required.

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

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Many cases of expired foods were found in the dry storage area. Also, found were dented cans.

Corrective Action:

The SFA was able to correct all storage violations while the SA was on-site. No further action is required.