

SNP Administrative Review Findings

Linton-Stockton School Corp (2950)

Program Year 2024

Linton-Stockton School Corp (2950)

109 I Street NE
Linton, IN 47441-1166

Food Service Contact

Mrs. Carla G Gambill
Director of Food Service
(812) 847-6020
cgambill@lssc.k12.in.us
FSMC: Chartwells

Executive Contact

Dr. Kathryn Goad
Superintendent
(812) 847-6020
kgoad@lssc.k12.in.us

No. of Sites / Reviewed: 2 / 1
Month of Review: January 2024

Commendations

- * The food service director has done an awesome job documenting smart snack compliance for items served in the cafeteria, coffee shop, and vending machines!
- * The food service staff goes the extra mile to produce presentations by arranging items in a bright, colorful display or adding garnishes. Additionally, the branding of the products is eye-catching and creative.
- * The food service director and staff were well-prepared and organized for the review.
- * The kitchen and storage areas at Linton-Stockton Jr-Sr High School were clean and well-organized.

Technical Assistance

- * **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 - Linton-Stockton School Corp (2950)

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

Finding 9000: Processing Applications within required Timeframes

Nine applications were not fully processed within ten operating days requirement. The school contacted households that provided an application that was considered incomplete; however, the school did not deny any of the incomplete applications by the tenth operational day if the missing data was not provided.

Corrective Action:

Prior to the review, the reviewer provided technical assistance to the food service director. The food service director fully processed all applications on December 11, 2023. As a result, adverse action notification letters were sent to all households. **Therefore, an additional response is not required.**

126. Certification: selected applications correctly approved.

Finding 9901: Selected applications incorrectly approved.

One application was certified incorrectly or utilized incomplete information. This contributed toward fiscal action calculations. -The student was determined to be reduced by direct certification; however, the household submitted an application indicating Medicaid. The determining official approved the application at face value using the Medicaid indication.

Corrective Action:

Students receiving Medicaid benefits are not automatically eligible for free or reduced meals if they cannot be found on a DC Match Download or through DC Look-Up. The households must apply with income information or a valid SNAP or TANF case number. At the time of the review, the director of school finance sent a letter of adverse action. The household reapplied during the ten calendar days to expire the benefit, which resulted in a determination of free based on income eligibility. Additionally, the sponsor submitted a written response on February 15, 2024, that included an internal additional review by a

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Program Year 2024

second person of all applications that are approved due to case numbers or no income. **Therefore, an additional response is not required.**

Technical Assistance:

The online free and reduced application allows the household to select if the case number provided is for foster, Medicaid free, or Medicaid Reduced. This can be confusing to the household because step 2 of the application process only requires a case number for SNAP or TANF. It is recommended that the additional reasons for a case number be removed from step 2 of the online application.

Medicaid Fact Sheet https://docs.google.com/document/d/1Vbxlfm9YTkaUESOYBMj7iljhjup0XZT_v2HkZGTMd6s/edit

128. Correct conversion factors used for applications with more than one income frequency

Finding 9000: Online Application Approval Information

The SFA uses online software to calculate any paper and/or online applications. During the review of applications, the reviewer was unable to determine why an application was approved or denied. The approval details only include the status of free or reduced but should consist of household size, income frequency, categorial approval reasons, etc.

Corrective Action:

Online applications need to record who processed the application, the date it was processed, and why the application was approved or denied. The SFA contacted the software company to enable all approval information to be recorded on the application. **For corrective action, please explain how the approval details will be recorded until the software company updates the program.**

Technical Assistance:

The reviewer provided in-depth technical assistance to the school food service director regarding application approvals surrounding case numbers, migrant documentation, and conversion factors for income applications.

Online Free and Reduced Application Checklist can be found here:

<https://docs.google.com/document/d/1sIGvr6Mj9JeSnShL15IJBFo1ezUzytMXcK4eOC38qw/edit>.

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Linton-Stockton School Corp (2950)

Program Year 2024

Linton-Stockton Jr.-Sr. High School (2437)
109 I Street NE
Linton, IN 47441-1166

Food Service Contact
Mrs. Makenzie J Dunn
Director of Dining Services
(812) 241-1309

Month of Review: January 2024

Date of Onsite Review: February 14, 2024

Other Federal Programs - Linton-Stockton Jr.-Sr. High School (2437)

7. *Site monitored in first 4 weeks of operation, date, deficiencies/CA?*

Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.

ASSP was not monitored within the first four weeks of operation. Afterschool Snack Program operation at this site: 08/10/2023 - 05/21/2024. SFA monitoring visit 12/12/2023.

Corrective Action:

Monitoring must be completed by someone not involved in the day-to-day operation of the ASSP. The director of school finance created a written standard operating procedure for ASSP onsite monitoring procedures, including when it will be completed, who will be completing it, and where files will be maintained. A copy of the written procedure was provided to the reviewer. Additionally, the monitor completed a second monitoring on February 13, 2024. **Therefore, an additional response is not required.**

Meal Counting & Claiming - Linton-Stockton Jr.-Sr. High School (2437)

325. *Review Period- meal counts by category were correctly used in the claim for reimbursement*

Technical Assistance- Validation of the Review Period Claim for Reimbursement

The SFA's review period claim for Linton-Stockton Jr.-Sr. High School had transposed numbers for the paid lunches, resulting in an underclaim. During the onsite review, the reviewer provided technical assistance to the food service director. The FSD updated the claim to reflect the total number of meals served for the paid category.

Dietary Specifications - Linton-Stockton Jr.-Sr. High School (2437)

603. *Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool*

Technical Assistance- Implementation of Share Tables

On the Day of Review, the school had some waste of packaged unopened items during the meal observations. The reviewer discussed the implementation of share tables and products that can be placed on the shared tables. It is suggested to implement a share table that includes marketing for students to utilize daily.

605. *Dietary Specifications (Calories, Saturated Fat, Sodium, and Trans Fat) were met for the appropriate age/grade group being served. How is the SFA working towards transitional standards for sodium?*

Finding 9000: Menu Planning for Multiple Grade Groupings in One School Building

During the review of menus for the Linton Stockton Jr.-Sr. High School, it was determined that one menu was planned for all grade groupings that included the same portion sizes that could be taken with a meal option. The school has two different grade groupings, including multiple meal service periods, and menus must be planned for each grade grouping. The school must begin to use the 6-8 menu pattern and the 9-12 menu pattern for lunch. These menu pattern requirements do not overlap. The 9-12 grade grouping requires larger portion sizes and an increased amount of calories and sodium.

Corrective Action:

For corrective action, the meal planner will be required to develop menus that meet all grade grouping requirements. Please provide documentation of how the menu planning has been changed to meet all requirements set forth by USDA. Additionally, provide one week of completed production records for 6-8 and 9-12 lunch meal service.

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General Program Compliance - Linton-Stockton Jr.-Sr. High School (2437)

901. *On-site monitoring review(s) were completed prior to February 1*

Technical Assistance- Discussion of On-site Review

Although the onsite review was conducted prior to February 1, the review did not indicate a discussion took place with the site manager. When onsite reviews are completed, the monitor should always discuss the review with the site manager, and both should sign the review.

1406. *The most recent food safety inspection report is posted in a publicly visible location*

Finding 9147: Food Safety Inspection Report

The most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

The reviewer provided technical assistance onsite with the food service director. In addition, the FSD posted the health inspection in the cafeteria. **Therefore, an additional response is not required.**

1408. *Temperature logs are available*

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for six months, but this could vary by local health department. Temperature logs were unavailable for the milk cooler and reach-in coolers located in the service line.

Corrective Action:

One week's worth of temperature logs was provided to the reviewer on February 23, 2024. **Therefore, an additional response is not 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, storing, and distributing of purchased and donated foods are appropriately safeguarded against theft, spoilage, and other loss. The following storage violations were noted during the onsite review:

- Products were not dated upon receiving, nor were cans/items dated when removed from the original packaging.

Corrective Action:

Technical assistance regarding dating products to ensure the first-in-first-out process with the food service director was provided during the onsite review. The FSD explained to staff to write the receiving date on the cases and transfer the receiving date when items are removed from the original packaging. Additionally, pictures were submitted to the reviewer to support the staff's implementation of the receiving date process. **Therefore, an additional response is not required.**