

SNP Administrative Review Findings

Monroe Central School Corp (6820)

Program Year 2023

Monroe Central School Corp (6820)

1918 N County Road 1000 W
Parker City, IN 47368-9792

Food Service Contact

Mrs. Patsy Winans
Food Service Director
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Executive Contact

Mr. Adrian Moulton
Superintendent
(765) 468-6868
adrianm@monroecentral.org

No. of Sites / Reviewed: 2 / 1
Month of Review: December 2022

Commendations

- * The food service staff was very well prepared for their 2023 AR. Whenever any finding was noted, they were so eager to learn how to correct it and wanted to implement the correction immediately for the benefit of the students.

Verification - Monroe Central School Corp (6820)

207. SFA completed verification and verified applications on file match FNS-742

Self Employed-Technical Assistance

When verifying self-employed households, farming households are to submit a Schedule F and other self-employed households are to submit a 1099 for their proof of income.

211. SFA's verification notification letter included all required information

Finding: Details of the Verification Notification Letter

The initial Verification Notification Letter sent to the households had missed detailed instructions on how to respond to the verification procedure. Plus, the non-discrimination statement had not been updated.

Corrective Action:

Confirm that in the future all required parts of the verification notification household letter are included and accurate on the letters sent to the households. As part of your corrective action, upload a corrected letter into the review tool with all the required and updated information

Technical Assistance:

It was recommended that the state agency and the POS software letters be compared annually for accuracy.

Resource Management - Monroe Central School Corp (6820)

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

Internal Control-Technical Assistance

Internal Control Best Practices Examples

- Training on financial management is necessary, including allowable costs. If provided, list frequency and titles of staff who attend in comments.
- Separation of duties so that staff members who receive or manage the collection of money are not also involved in the disbursement of funds.
- A written policy that prohibits the use of nonprofit school food service account funds from being used to cover bad debt.
- Physical controls to ensure funds do not get lost or stolen (examples: lockboxes for petty cash, unique passwords for employees collecting cash at the POS).

SNP Administrative Review Findings**Monroe Central School Corp (6820)****Program Year 2023**

**Monroe Central Elementary School
(7152)**
1918 N County Road 1000 W
Parker City, IN 47368-9792

Food Service Contact
Mrs. Jessica Rodgers
Cafe Manager
(765) 468-7545

Month of Review: December 2022

Date of Onsite Review: February 15, 2023

Meal Components & Quantities - Monroe Central Elementary School (7152)

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

Finding: Leftover Individual Packaged Fruits Not Eaten During Breakfast

Leftover individual packaged fruits not eaten during breakfast are served again as part of a reimbursable breakfast. Although this practice is allowable under certain conditions, it is not ideal and other options should be explored. If they go uneaten at one breakfast service, obviously they will likely go uneaten at the next. This is not a good use of program funds.

Corrective Action:

There are other options dealing with leftovers. For example, offer versus serve (OVS) could be implemented at breakfast. With this procedure the students could decline the part of the required fruit component while still taking at least ½ cup fruit or vegetable to meet the OVS requirement. Another option would be to place the packages on a share table or use in other school activities. Consider changing breakfast menus to incorporate a wider option of all components. In your corrective action, state what your school has decided to do with the abundance of leftover fruit. Upload a copy of that training document into the review tool. Include names of attendees, date, and agenda.

Technical Assistance:

The finding was discussed with the manager onsite and again with the food service director during the exit. Please see the resource IDOE Resale of Foods: [Resale of Foods - Google Docs](#)

404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk

Signage to Promote Drinking Water-Technical Assistance

The water fountain is on a side wall in the cafeteria. Using a sign to point out the drinking fountain is highly recommended. This would be helpful and would help promote the drinking of water.

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding: Vegetable Subgroups

Students selecting the daily offered chef salad entrée choice are not allowed to also get the other vegetables served each day. Therefore, students getting this entrée choice are not being offered all vegetable subgroups.

Corrective Action:

During the onsite review the students who select chef salad were told they could now receive the other vegetables too. No further action is required.

Technical Assistance:

This finding was discussed with the food service director and kitchen manager and was corrected immediately.

409. *Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

Finding: Weekly Grain Requirements

The weekly grain requirement was not met due to the daily entrée chef salad having only 1.25 grain ounces.

Corrective Action:

Students within the grades of K-8 are to be offered at least eight grain ounces per week. While onsite the food service director and kitchen manager added sufficient grain ounces to this chef salad. No further action is required.

Technical Assistance:

This finding was discussed with the food service director and kitchen manager and was corrected immediately.

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

Breakfast Menu Lacking Variety-Technical Assistance

Consider planning breakfast menus with more variety in mind. While the everyday planned breakfast packs with the added milk meets the requirements, providing a wide variety of foods from the four components would ensure exposure to more nutrients. Lastly, adding a hot breakfast during the winter months may be an option to consider.