

SNP Administrative Review Findings

Nineveh-Hensley-Jackson United School Corporation (4255)

Program Year 2023

Nineveh-Hensley-Jackson United School Corporation (4255)
802 S Indian Creek Dr
Trafalgar, IN 46181-8732

Food Service Contact
Mr. Michael F Vetter
Director of Food Service
(317) 878-2106
mvetter@nhj.k12.in.us

Executive Contact
Dr. Timothy Edsell
Superintendent
(317) 878-2100
tedsell@nhj.k12.in.us

No. of Sites / Reviewed: 2 / 1
Month of Review: April 2023

Commendations

- * The wellness policy is very thorough and contains multiple goals and objectives along with an in-depth wellness assessment.
- * The food service staff did a terrific job planning, organizing, and preparing for their 2023 Administrative Review. Staff were very professional and conscientious about meeting the School Nutrition Program Requirements. Review documents were well organized.
- * The kitchen is very nice and clean. Kitchen surfaces, equipment, walk-in cooler and freezer and storeroom were well maintained and clean.
- * The SFA and staff were very knowledgeable on meal pattern compliance and offer vs serve. The staff seemed to work well and efficiently together. In addition, they were friendly and eager to learn.

Technical Assistance

- * If share table items will be reused, they must be refrigerated and placed back onto the share table. As a reminder, share table items must not be resold or used for adults.

Certification and Benefit Issuance - Nineveh-Hensley-Jackson United School Corporation (4255)

126. *Certification: selected applications correctly approved*

Finding 9901: Selected applications incorrectly approved

Multiple students directly certified for Medicaid Reduced benefits were recorded incorrectly in the POS as DC free. Once a determination of how many meals were claimed at free when they should be reduced by the school, the SFA voluntarily made a revision to each of the claims based on the individual student's participation in school meals.

Corrective Action:

Since there were 10 days left in the school year, notification letters were sent to households regarding the student carry-over status for the 2023-2024 school year. Corrections were made to certification errors and claims were resubmitted resulting in a reduction of \$3,944.42 in reimbursement. A notification was made to the state agency when the changes were made to the claims and letters sent. No further response is required.

Technical Assistance: Technical assistance was provided on the day of review.

Verification - Nineveh-Hensley-Jackson United School Corporation (4255)

208. *Documentation demonstrates a confirmation review was conducted and required procedures were followed*

Technical Assistance

When more than one person is reviewing the application for accuracy during the approval process, that person should complete the confirmation review area or initial and date on the application so there is written confirmation that a second person has reviewed and confirmed the initial eligibility determination.

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

Technical Assistance - Use updated verification notification letter

Annually the SFA should review the application and verification letter templates and update the application software to reflect any changes in the templates that occur from year to year. The latest version of the verification letter template is more friendly in the wording and may achieve greater response.

SNP Administrative Review Findings

Nineveh-Hensley-Jackson United School Corporation (4255)

Program Year 2023

Indian Creek Elementary/Intermediate School (3411)
802 S Indian Creek Dr
Trafalgar, IN 46181-8732

Food Service Contact
Mrs. Chandra Murtlow
Cafeteria Manager
(317) 878-2163

Month of Review: April 2023

Meal Components & Quantities - Indian Creek Elementary/Intermediate School (3411)

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

Technical Assistance Food Choices

Technical Assistance: Be sure to offer all food choices at each line/cafeteria for students to have the same access as other students.

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

Technical Assistance Vegetable Portions

Technical Assistance: Consider offering two 1/2 cup portions of vegetables, allowing students to take both, rather than only allowing one 3/4 cup serving. This allows for students to have more variety in their vegetables and with offer versus serve, they could decline one of the vegetables and still meet the 1/2 cup OVS requirement without having to take a fruit. It also gives the appearance of more food if a student selects two vegetables and a 1/2 cup fruit. We want to encourage healthy choices among components.

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

Technical assistance Meal Pattern Signage

Technical Assistance: Additional signage for the elementary cafeteria is encouraged. Writing on the sneeze guards or implementing pictures are both acceptable methods.

General Program Compliance - Indian Creek Elementary/Intermediate School (3411)

1408. Temperature logs are available

Technical Assistance Milk Cooler Temperatures

Technical Assistance: The SFA and staff was reminded to temp milk coolers as well as equipment.

1411. Review of agricultural food components indicates violations of the Buy American provision

Technical assistance Buy American Provision

Technical Assistance: Shredded lettuce from Mexico was found. As a reminder, be sure to request domestically produced products and inform vendors of the Buy American Provision requirements.