

SNP Administrative Review Findings

North Adams Community Schools (0025)

Program Year 2024

North Adams Community Schools (0025)

1000 North Adams Drive
Decatur, IN 46733-2721

Food Service Contact

Ms. Erin Ripley
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Executive Contact

Mrs. Kim Harsh-Hiatt
Superintendent
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No. of Sites / Reviewed: 5 / 2
Month of Review: November 2023

Commendations

- * This School Food Authority (SFA) Food Service Director (FSD) is extraordinarily organized and willing to do anything to improve their Child Nutrition Programs. Any finding noted during the administrative review was eagerly discussed and the correction process was implemented immediately. This SFA operates schools using normal claiming and Community Eligible Program Schools, After School Snack Program, and the Summer Food Service Program. Plus, two private schools in their community have been added under their Child Nutrition Program sponsorship. Next year, they hope to add the Fresh Fruit and Vegetable Program. This SFA is to be commended for the great job they are doing to help the families throughout their community.

Verification - North Adams Community Schools (0025)

209. *Verified applications were properly selected, correctly replaced (if necessary), and correctly verified*

Finding: Verification of Direct Certification Household

A directly certified household was selected as one of the verified households. The POS software program selected a DC household as one of the applications to verify. This household was then DV. DC households are not to be selected for verification.

Corrective Action:

During onsite review, another household was selected to replace the DC household that was incorrectly selected for verification. The 2024 Verification Summary Report did not need to be revised due to the results being the same due to direct verification. **Confirm that in the verification procedures all directly certified households will be excluded from the verification process before a verification sample is selected.**

Technical Assistance:

A technical assistance was conducted while onsite with the SFA.

213. *SFA's notice of adverse action contained all required information, including notification of appeal rights*

Finding: SFA's notice of adverse action did not contain all required information.

The SFA's notice of adverse action as a result of Verification did not contain include giving the household 10 days to appeal.

Corrective Action:

Confirm that procedures for completing verification will include the use of the state agency notification template language providing notification that whenever a student's eligibility benefits decreased, the households have 10 calendar days from the date of the notification letter to appeal.

Technical Assistance:

A technical assistance was conducted while onsite. A copy of the state agency verification result letter was sent via email to the FSD for her reference.

214. *Updates to the Benefits Issuance list were made in the appropriate timeframes when verification resulted in changes to student eligibility*

Finding: Change in benefit levels due to Verification results not changed within required timelines.

When a student's eligibility benefits decrease, benefits cannot be reduced until after 10 calendar days have passed from the date the notification letter was sent to the household.

Corrective Action:

Confirm that procedures for completing verification will note that when a student's eligibility increases as a result of verification, changes in benefits will be made immediately but that whenever a student's eligibility benefits decreased, the households have 10 calendar days from the date of the notification letter to appeal.

Technical Assistance:

A technical assistance was conducted while onsite. A copy of the state agency verification result letter was sent via email to the FSD for her reference.

SNP Administrative Review Findings

North Adams Community Schools (0025)

Program Year 2024

Bellmont Elementary School (0037)

1000 North Adams Drive
Decatur, IN 46733-2721

Food Service Contact

Ms. Erin Ripley
Food Service Director
(260) 724-7121

Month of Review: November 2023

Date of Onsite Review: December 5, 2023

Meal Counting & Claiming - Belmont Elementary School (0037)

318. *Day of Review- each meal service line provides an accurate count by eligibility category at the point of service*

Finding: Meal Counting & Claiming

Breakfasts for the sensory sensitive students were counted by the food service staff when the teacher picked up the breakfasts. The teacher had no idea who was or was not in attendance. This was corrected immediately. Therefore, no meals were disallowed.

Corrective Action:

Confirm in written procedures that all meals will be counted at the point of sale, including meals taken to a classroom and distributed. Upload the training documentation (including the training agenda, signature, and date) confirming the applicable staff have been trained and acknowledge the importance of this requirement.

Technical Assistance:

An onsite technical assistance occurred during the breakfast meal service observation.

Meal Components & Quantities - Belmont Elementary School (0037)

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

Finding: Incomplete Breakfast

Teacher with six sensory sensitive students came and got their breakfasts and did not get their full cup of fruit/ juice. Reimbursable meals must contain full portions of all components at this school. This was corrected immediately by adding an additional 1/2 cup juice. Therefore, no breakfasts were disallowed.

Corrective Action:

Confirm that procedures for meals picked up by the sensory teacher are complete breakfast meals. Upload the training documentation (including the training agenda, signature, and date) confirming staff have been trained and acknowledge the importance of this requirement.

Technical Assistance:

An onsite technical assistance occurred during the breakfast meal service observation.

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

Finding: Insufficient servings of Grains were planned or served during the Menu Certification breakfast week

The meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned breakfast menus for the menu certification week, there were insufficient grains offered whenever toaster pastries were being offered. The toaster pastries did not meet the required ounce equivalents for the grade group served.

Corrective Action:

The corrective action was provided after an explanation to the FSD on why this insufficiency occurred. This was corrected by adding a one-ounce cheese stick which can credit at breakfast as part of the grain requirement. **Provide revised menus showing the meal pattern is met for the daily and weekly requirements for each grade group is currently being served. Additionally, complete the Meal Pattern training found on the Moodle website and provide the certificate as proof of completion.**

SNP Administrative Review Findings**North Adams Community Schools (0025)*****Program Year 2024*****Technical Assistance:**

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>

500. Day of Review- Offer vs. Serve was properly implemented**Finding: Offer vs. Serve**

On the day of review, the cashier allowed students to receive 1/4 cup carrots to meet the minimum 1/2 cup OVS fruit/veg requirement. No meals were disallowed because this was corrected immediately.

Corrective Action:

After discussion between the field specialist and food service director the finding was corrected permanently beginning 12/06/2023 by always serving all vegetable in 1/2 cup portions. These portions are individually wrapped; therefore, leftovers may easily be served the following day. This practice will ensure cashiers will always know the correct portion. **Complete the OVS training found on the Moodle website and provide the certificate as proof of completion.**

Technical Assistance:

An onsite technical assistance occurred during the lunch meal service observation. The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>

SNP Administrative Review Findings**North Adams Community Schools (0025)*****Program Year 2024*****St. Joseph Catholic Church (A035)**

1000 North Adams Drive
Decatur, IN 46733-2721

Food Service Contact

Ms. Kim Wright
Server/Cook
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Month of Review: November 2023

Date of Onsite Review: December 4, 2023

General Program Compliance - St. Joseph Catholic Church (A035)

1300. Potable water is free and available to all students during lunch and breakfast

Technical Assistance-Free Potable Water During Meal Services

Having free potable water is required during both breakfast and lunch meal services. Currently at this particular school, the water fountain is outside the eating area in the hallway. During the lunch review it was suggested that water cups be provided with a sign. Once made, the sign and cups still seemed out of student view. Therefore, it is recommended that a large sign be posted to point out toward the hallway drinking fountain. Possibly even a sign that teaches students how regular drinking of water helps promotes healthier bodies. Also, this practice would reinforce your wellness policy in how it promotes the importance of drinking water. As a reminder, while offering water is important, water cannot compete with milk on the serving line.