

SNP Administrative Review Findings

North Daviess Community Schools (1375)

Program Year 2024

North Daviess Community Schools (1375)

5494 East State Road 58
Elnora, IN 47529-5063

Food Service Contact

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Executive Contact

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

Commendations

- * The kitchen and cafeteria at North Daviess High School were clean and organized. The recent remodel creates a great school environment for student meal consumption.
- * The food service staff did a terrific job planning, organizing, and preparing for their 2024 Administrative Review. The staff was very professional and conscientious about meeting the School Nutrition Program requirements.
- * The food service management food service director should be commended for customizing the menu cycles for the local school district. The FSD strives for scratch-made items that include meatloaf, chicken salad, tuna salad, taco meat, and coleslaw.

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.
- * North Daviess High School is implementing a share table during breakfast and lunch. The items left at the end of service are cleaned and put back into meal selection for the next service day. While the resale of food is allowed, the school must have a policy/procedure that details how the food will be handled. At a minimum, the school must implement offer vs. serve, offer multiple choices, store retrieved items separately from foods that have never been sold, contact the State Agency that the resale of food will be allowed for claiming reimbursement, have a field specialist onsite visit, and notify households about the implementation of the resale of foods. More information can be found on the IDOE's website.
<https://docs.google.com/document/d/1tRY680Otw6oWJsKUKLDghpxMGILLGf4V7goNw8JEPQo/edit?usp=sharing>

Certification and Benefit Issuance - North Daviess Community Schools (1375)

133. Direct Certifications were correctly certified

Technical Assistance- Direct Certifications were not correctly certified

Five students identified during the benefit issuance review received a lesser benefit than qualified. Due to a notification error in CNPweb, the SFA was unaware of the increased benefits for these students. The reviewer provided technical assistance onsite on how to identify the new changes. The school food service director implemented the new changes on December 6, 2023, and provided the effective date documentation to the reviewer. Additionally, the FSD refunded the households for the incorrect benefit based on transaction history.

133. Direct Certifications were correctly certified

Finding 9024: Direct Certifications were not correctly certified.

Direct certification documentation for selected students was reviewed for completeness and accuracy. One household was identified as DC reduced; however, the household submitted an income application. When the application was processed in

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the electronic system, it was denied based on income. The system issued a paid benefit instead of the better benefit of DC reduced.

Corrective Action:

During the review, the school food service director pulled transaction history reports and refunded the household for the incorrect eligibility that was issued. The FSD also sent a letter to the household explaining the situation on December 7, 2023.

Therefore, an additional response is not required.

Technical Assistance:

The SFA should contact the software company to report the system overriding direct certification status when an income application is processed at a lesser benefit.

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 (tickets, rosters, tokens, electronic point-of-sale). One application was approved free by income at the start of the school year. The student on the application was also identified as having direct certification reduced. When the school food service director completed the direct certification upload in the free and reduced software, the system changed the student to a reduced benefit instead of issuing the greater benefit.

Corrective Action:

During the review, the school food service director pulled transaction history reports and refunded the household for the incorrect eligibility that was issued. The FSD also sent a letter to the household explaining the situation on December 7, 2023.

Therefore, an additional response is not required.

Technical Assistance:

The greater benefit should be issued to the household regardless of whether the lesser benefit is direct certification unless instructed by the household to do so. The SFA should contact the software company to report the direct certification upload feature overrides previously identified benefits during the school year. It is recommended the SFA validate the upload to ensure the correct issuance of benefits.

Verification - North Daviess Community Schools (1375)

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

Summary of Verification Reviewed for SBOA

7 CFR Part 245.6(a) requires that each School Food Authority properly select and verify a sample of the approved free and reduced-price applications on file as of October 1 of each school year.

Verification procedure used: Standard, Error Prone

Number of applications on file as of October 1: 106

Number of applications selected for verification: 4

Number of additional applications verified for cause: 3

Number of applications with no response: 6

Number of applications with changes: 1

Number of verified applications reviewed by state agency staff during the review: 5

Based on the method and sample size selected, verification is considered complete, and no additional sampling is necessary.

Technical Assistance:

For more information on verification, please go to: <https://www.in.gov/doi/nutrition/free-and-reduced-information/verification-and-direct-verification/>

Technical Assistance- Reconciliation of Catering Invoices

Minimal catering occurs for the school nutrition program, but the catering invoices are not paid upon the catering invoice. Currently, the school holds the invoices and pays them all at once. The catering invoices should be reconciled monthly with the rest of the fund 0800 account.

General Program Compliance - North Daviess Community Schools (1375)

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

Finding 10137: Wellness Policy Requirements *Repeat Finding

The local school wellness policy does not contain the minimum required elements. The following elements are missing:

- information for marketing on the school campus;
- the name of the evaluation tool used;
- USDA school meal requirements are vague;
- goals for Nutrition Education, Nutrition promotion, Physical Activity, and Other Activities.

Corrective Action:

The reviewer provided onsite technical assistance to the superintendent regarding the wellness policy requirements. The local school wellness policy was revised to include all missing elements and sent to the reviewer on December 13, 2023. The superintendent provided a timeline to support the revised local school wellness policy, which was introduced as a new business item in the December 18, 2023, school board meeting. Once the revised LSWP is approved, the school must post it publicly. **Therefore, an additional response is not required.**

Technical Assistance:

Although the triennial assessment was completed in October 2023, it was not completed within the June 30, 2023 waiver extensions. It is suggested the wellness committee set deadlines to complete the triennial assessment once every three years. While this is not a finding, if the triennial assessment is not completed by the required due date, it could result in future findings.

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Program Year 2024

North Daviess High School (1121)

5494 East State Road 58
Elnora, IN 47529-5063

Food Service Contact

Mr. Timothy Stoner
General Manager
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Month of Review: November 2023

Date of Onsite Review: December 6, 2023

Meal Counting & Claiming - North Daviess High School (1121)

322. Review Period- daily meal counts by category do not exceed the number of eligible students by category

Technical Assistance- Free, Reduced, Paid Eligibles

The total number of reported eligible children is from the last day of the month. The total number of eligible children should reflect the highest number of enrolled students within each benefit category for a day within the month.

Meal Components & Quantities - North Daviess High School (1121)

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

Finding 10139: Production Records

The following issues were noted with production records: The total purchase units of food column is inconsistently completed.

Corrective Action:

For corrective action, completed (breakfast and lunch) production records for one week must be submitted to the State Agency.

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

Technical Assistance- Offer vs. Serve at Breakfast

The school does not implement OvS at breakfast. On the day of review, students were observed selecting the components and immediately discarding them on the share table. It is recommended to implement OvS at breakfast, which will encourage students to choose the items they intend to consume, thus reducing waste and food costs.

Dietary Specifications - North Daviess High School (1121)

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- Seasoning Foods

During the onsite review, a taste test was completed with the manager and food service directors. It was determined the recipe for cinnamon sugar toast was misread- a tablespoon of seasoning was used instead of a teaspoon. The reviewer discussed different flavor enhancers that could be used that would not change the calories, saturated fat, or sodium content. The culinary skills for school meals binder was provided as a resource.

General Program Compliance - North Daviess High School (1121)

1409. Onsite or off-site storage violations were observed

Technical Assistance- Storage Areas

The walk-in freezer recently had work completed. The clean-up by the company left a large amount of ice on the freezer floor. This can cause slips, trips, and falls. At the time of the review, the school food service director reached out to the point person to have the job completed in full.

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

Technical Assistance- Buy American

One product (from Peru) violated the Buy American Provision at North Daviess Jr/Sr High School. The supporting documentation provided two domestic code items, but non-domestic items were shipped to the SFA. The State Agency recognizes that many food products are difficult to acquire currently; however, please remember that federal tax dollars are used to purchase these products. Please make every effort to purchase products that are produced in the United States. Here is a resource that can help determine seasonal produce in the USA. <https://snaped.fns.usda.gov/seasonal-produce-guide>