

**SNP Administrative Review Findings**

**North Knox School Corporation (4315)**

*Program Year 2022*

**North Knox School Corporation (4315)**

11110 N SR 159  
Bicknell, IN 47512-8316

**Food Service Contact**

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FSMC: Aramark

**Executive Contact**

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Superintendent  
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No. of Sites / Reviewed: 3 / 1  
Month of Review: January 2022

**Commendations**

- \* After school snack paperwork was completed correctly, neat, organized, making it easy to validate. The food service staff and ASSP coordinator should be commended for implementing the program successfully.
- \* The Food Service Director did a great job organizing and preparing for the Administrative Review. In addition, she was available to learn throughout the day while the review was being conducted. This allowed the review to be completed quickly.
- \* The Business Manager provided requested documents timely, answered questions quickly, and provided supporting documentation when needed. Additionally, the Business Manager asked questions to learn more about billing validation from the local food service management company.

**Technical Assistance**

- \* During the review, it was noted that the FSMC did not charge the administrative fee and management fee associated with reimbursable snacks, resulting in the SFA being undercharged. While we will not make this a finding at the time, the State Agency would like to note that the school administration should be reviewing monthly itemized billing to ensure that all costs are allowable and correct. The following items were recommended to the SFA regarding FSMC billing:
  - The SFA should create a standard operating procedure to review all monthly itemized, detailed billing for accuracy.
  - The SFA should determine approval procedures for FSMC travel, employee recognition programs, and shared labor between SFAs.
  - The FSMC billing would benefit following a true calendar month to match the SFAs reporting and monthly reconciling period.
  - The SFA should receive training on how to read the reports provided by the FSMC.

**General Program Compliance - North Knox School Corporation (4315)**

*810. The USDA non-discrimination statement is on appropriate Program materials*

**Finding 9000: Non-Discrimination Statement**

At the time of the review, the SFA did not have the full non-discrimination statement on the school website. The required USDA non-discrimination statement must be included on ALL forms of communication and program materials related to receipt of free or reduced-price child nutrition program benefits, including all materials for public information, websites, education, or distribution that mention USDA programs.

**Corrective Action:**

The Technology Director added the full non-discrimination statement to the school website on February 2, 2022. The reviewer was able to verify the addition of the NDS on the school website. Therefore, additional corrective action is not needed.

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

**Technical Assistance- Local School Wellness Policy**

The Local School Wellness Policy is currently under revision to comply with the final rule summary. The SFA uses a policy template from a company that allows customization. When outsourcing with a company to provide language and policy suggestions, SFAs must ensure that the wellness committee is involved.

In addition, the proposed LSWP includes inactive websites that were used to explain nutrition requirements for school meals. Documentation of outreach for development, review, assessment, etc., was not provided during the review. The reviewer discussed what is required, at a minimum, for the LSWP. More information on the minimum requirements can be found here: <https://www.in.gov/doe/files/minimum-requirements.pdf>.

**SNP Administrative Review Findings****North Knox School Corporation (4315)****Program Year 2022****North Knox Primary School (3521)**

11110 N SR 159  
Bicknell, IN 47512-8316

**Food Service Contact**

Ms. Tammy A Klein  
Food Service Supervisor  
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Month of Review: January 2022

**Meal Components & Quantities - North Knox Primary School (3521)**

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

**Technical Assistance- Waste**

At breakfast, students take larger portions than the original menu plan, but students are throwing most of the items away, thus leading to excessive waste. It is recommended that the school provide nutrition education, including what is allowed with a meal and updated kid-friendly marketing. Nutrition education is part of the wellness policy, and lessons plans could be integrated into the classrooms. The reviewer provided the Food Service Director with Team Nutrition resources lesson plans, posters, stickers, activity books, etc.

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

**Finding 9000: Food Production Records**

Production records are not being completed thoroughly. The served columns indicating the number of reimbursable meals, ala carte, and adult meals are not completed.

**Corrective Action:**

Food production records provide a record that meal requirements were met for reimbursable meals; ensure that all menu items were served and enough food was prepared. The production record should indicate the number of servings for reimbursable meals, ala carte, and adult meals.

For Corrective Action, the staff needs to retrain how to complete food production records. Once training has occurred, please submit two weeks' worth of production records.

**General Program Compliance - North Knox Primary School (3521)**

812. *Day of Review- Program benefits were available to all children without discrimination*

**Finding 9000: Accommodation for Special Dietary Needs**

One child had documentation on file for a special dietary need (gluten-free) but was not offered or served the grain component because the child has a lifestyle choice that includes a vegan diet. Accommodations for religious or lifestyle choices are a local decision but still require the student to have substitutions offered for all meal pattern components. Meals served with missing components are incomplete and not reimbursable. If this error is found on subsequent Administrative Reviews, the meals may be considered non-reimbursable and disallowed.

**Corrective Action:**

The United States Department of Agriculture (USDA) regulations 7 CFR Part 15b require substitutions or modifications in meals through the Child Nutrition Programs for children who are unable to eat the normally provided meal because of a medical need, disability, and/or impairment. The objective of making meal accommodations is for the student to have access to the same benefits as all other students as best as possible.

The Food Service Director contacted the household to discuss grain items that will work for the vegan diet and are gluten-free. The Food Service Director reviewed the product labels to determine grain crediting and went to the local store to purchase them until the vendors could provide them. Therefore, additional corrective action is not required.

**Technical Assistance:**

This finding and its requirements were discussed with the Food Service Director. Additionally, the reviewer provided resources for special dietary needs.