

**SNP Administrative Review Findings**  
*Program Year 2023*

**North Lawrence Community Schools (5075)**

**North Lawrence Community Schools (5075)**  
460 W Street  
Bedford, IN 47421-6108

**Food Service Contact**  
Ms. Camryn Fender  
Food Service Director/Treasurer  
(812) 279-3521  
fenderc@nlcs.k12.in.us  
FSMC: Chartwells

**Executive Contact**  
Dr. James Halik  
Superintendent  
(812) 279-3521  
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No. of Sites / Reviewed: 8 / 2  
Month of Review: February 2023

**Commendations**

- \* Production records were completed thoroughly for the month of review. This is a requirement regardless of review month or year so continue this practice. Technical assistance was provided as to how vegetable subgroups should be recorded.
- \* The food was nicely presented on the serving line, with a colorful variety of fruits and vegetables to compliment the meal.
- \* The food service staff were eager to learn and comply with the USDA regulations.
- \* The food service staff are friendly and interacted positively with the students and their peers.

**Technical Assistance**

- \* The reviewer provided technical assistance for the beverage guidelines for Smart Snacks and the After School Snack Program section. Attachments were sent for clarification.
- \* Technical assistance was provided to the SFA internal FSD regarding how to review the itemized monthly bill from the FSMC. A random selection of 5-7 invoices should be reviewed further for ensuring only allowable costs are being charged to and paid from the food service account. The SFA was provided a copy of the USDA Indirect Cost Guidance Manual. All expenses charged to the food service account should be reasonable, allocable, and allowable.
- \* The van purchased in 2019 with food service funds should be used for the purposes of food service. Should there be need for other departments to use the van for personal or non-district use, mileage should be paid to the food service fund.
- \* It was discussed with the kitchen manager and chef that there might be a better way to configure the serving line to get the milk cooler before the POS. The manager said this might help with ensuring meals contain required components, especially at breakfast.
- \* Many students going through the line had high meal balances. The food service account cannot carry the burden of the charging policy not being enforced. Please review the charge policy and determine how balances for overdue accounts will be paid off using non-federal funds.
- \* Best practice for an application with zero income is to verify the household for cause. Be sure to follow all guidelines for verification and to include it in the Verification Summary Report if pulled before the deadline date.

**Resource Management Comprehensive Review - North Lawrence Community Schools (5075)**

*764. Catering/School Events*

**Technical Assistance: Catering Revenue**

All money collected for any outside catering events must be deposited into the food service account or transferred into the food service account from other in-house school accounts. Technical assistance was provided to the internal food service director regarding how to ensure internal controls are followed regarding the invoices, and how the deposits are entered into the food service account.

**SNP Administrative Review Findings**

**North Lawrence Community Schools (5075)**

**Program Year 2023**

**Lincoln Elementary School (4909)**

460 W Street  
Bedford, IN 47421-6108

**Food Service Contact**

Mrs. Pamela Ray  
Kitchen Manager  
(812) 275-6311

Month of Review: February 2023

Date of Onsite Review: March 28, 2023

**Other Federal Programs - Lincoln Elementary School (4909)**

6. *Day of review Menu, Meal Patterns, Production records.*

**Finding 9227: Production records do not demonstrate sufficient components served for the number of snack meals served.**

Based on a comparison of production records for a 5-day period to the number of students counted as receiving a reimbursable snack for the corresponding 5-day period, documentation does not demonstrate that each student received a minimum of 2 components per snack for each meal service. On February 16, 20 and 21 production records listed raisins (1/2 cup = 1/4 c creditable) along with a grain. Since the requirement is a minimum of 3/4 cup of fruit or vegetable, the amount served is insufficient due to a substitution. The menu planner had plan two full components. If the insufficiency is found on a future review, snacks could be disallowed.

**Corrective Action:**

Snack menus were planned to provide two full components. Review snack meal pattern with staff to ensure if substitutions are being made that they meet meal pattern requirements.

**Technical Assistance:**

Technical assistance was provided and if the CAP is implemented, no further action is required.

1700. *ASSP – areas identified requiring TA, CA?*

**Technical Assistance: Component Variety in After School Snack**

Consider offering a variety of fruits and vegetables along with whole grains, cheese stick, etc, instead of offering a juice. Children should be encouraged to drink water, especially if juice was planned for breakfast and/or lunch.

**General Program Compliance - Lincoln Elementary School (4909)**

901. *On-site monitoring review(s) were completed prior to February 1*

**Finding 9000: Signatures missing on on-site review forms**

Monitoring forms were not signed by either the person conducting the monitoring or the site manager for breakfast or lunch. Even if there were no issues, a short discussion of the requirements and the results should take place and the form should be signed and dated.

**Corrective Action:**

The monitor must review the requirements for completing the on-site review form found in the Moodle training. Go to School Nutrition, find the Reviews module, then go to On-site Reviews. Watch the 10-minute presentation and submit the certificate as part of corrective action. The monitor conducting the on-site reviews should sign and date the forms.

**Technical Assistance:**

Technical assistance was provided and if the CAP is implemented, no further action is required.

**SNP Administrative Review Findings****North Lawrence Community Schools (5075)****Program Year 2023****Parkview School (4932)**

460 W Street  
Bedford, IN 47421-6108

**Food Service Contact**

Mrs. Rhonda Kirk  
Kitchen Manager  
(812) 275-3301

Month of Review: February 2023

Date of Onsite Review: March 29, 2023

**General Program Compliance - Parkview School (4932)**

901. *On-site monitoring review(s) were completed prior to February 1*

**Finding 9000: Signatures missing on on-site review forms**

Signatures of the reviewer and the site manager were missing from the monitoring forms.

**Corrective Action:**

The monitor must review the requirements for completing the on-site review form found in the Moodle training. Go to School Nutrition, find the Reviews module, then go to On-site Reviews. Watch the 10-minute presentation and submit the certificate as part of corrective action. The monitor conducting the on-site reviews should sign and date the forms.

**Technical Assistance:**

Technical assistance was provided and if the CAP is implemented, no further action is required.