



SNP Administrative Review Findings

North Miami Community Schools (5620)

Program Year 2020

North Miami Community Schools (5620)

394 E 900 N
Denver, IN 46926-0218

Food Service Contact

Mrs. Stephanie Owens
Food Service Director
(765) 985-2931

Executive Contact

Mr. Kenneth Hanson
Superintendent
(765) 985-3891

No. of Sites / Reviewed: 2 / 2
Month of Review: February 2020

Certification and Benefit Issuance - North Miami Community Schools (5620)

127. Correct income eligibility guidelines used to certify applications

Finding 9000: Eligibility Document distributed before July 1st

Upon review of a sample number of applications, one application was found to be completed June 25, 2019. Income applications cannot be distributed to households until July 1st for the upcoming school year.

Corrective Action:

The SFA will ensure the income applications are not available to households before July 1st for the upcoming school year. If an application is submitted and dated prior to July 1st, the SFA should contact the household to request they complete another application after July 1st. No further action required.

128. Correct conversion factors used for applications with more than one income frequency

Finding 9019: Incorrect conversion factors used when processing applications

For applications that indicate only one income frequency, the SFA should not convert income to yearly. Income should only be converted to yearly when more than one frequency is listed on the application.

Corrective Action:

When processing applications and only one income frequency is listed, the SFA will process the application using that frequency. No further action required.

Technical Assistance:

When a second review of applications is completed, this must be figured the same way. Upon reviewing the sample applications, it was observed that all incomes were converted to annual, no matter if one or more frequencies were listed.

132. Direct Certification list contains correct information and comes from the proper agency

Finding 9023: Direct Certification list does not contain correct information and/or does not come from the proper agency

The Direct Certification list is missing required information. The downloaded list has been modified and does not contain all required information. When downloading on the STN website, the SFA should retain a copy of the exact download.

Corrective Action:

In the future, the SFA will download all direct certification matches and retain the exact download without modifying it. No further action required.



Meal Counting & Claiming - North Miami Community Schools (5620)

313. *On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

Finding 9000: Charge Policy

The charge policy states that "the school corporation may forgive, waive, or write-off all or a portion of the debt". Meal charges are unable to be forgiven, waived, or written-off. All unpaid meal charges must be repaid to the food service account using non-federal funds.

Corrective Action:

Review the meal charge policy and rephrase how unpaid meal charges will be repaid to the food service account. Submit the revised policy to the SA as corrective action explaining where the funds will come from to write off meal debt.

General Program Compliance - North Miami Community Schools (5620)

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

Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: policy is lacking goals in these areas- nutrition education, nutrition promotion, physical activity, and other activities.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: the SFA will add two measurable goals for each of the following: nutrition education, nutrition promotion, physical activity, and other activities. The SFA will submit a timeline to the SA as to when these goals will be added to the wellness policy.

1400. *The written food safety plan contains required elements and a copy is available at each school*

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Standard Operating Procedures (SOP).

Corrective Action:

On page 15 of the SFA's food safety plan, there is a list of SOP's that will be included within the plan. Please develop SOP's for each of these topics and maintain them with the food safety plan. The SFA will submit a timeline to the SA as to when these procedures will be developed and implemented in the food safety plan.

Other Federal Programs: Seamless Summer Option - North Miami Community Schools (5620)

1806. *SFA advertise the availability and location of free meals at area eligible sites?*

Finding 9000: Non-Discrimination Statement

The SFA included the non-discrimination statement on program materials but the statement was incorrectly worded. The statement should read, "This institution is an equal opportunity provider."



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Corrective Action:

The SFA has corrected the wording on all program materials and will begin using the correct version for all future program materials. No further action required.



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North Miami Community Schools (5620)

North Miami Elementary School (6051) Food Service Contact

394 E 900 N
Denver, IN 46926-0218

Mrs. Bridget Butler
Elementary Manager
(765) 985-2251

Month of Review: February 2020

No Findings during Site 6051 Review



SNP Administrative Review Findings

North Miami Community Schools (5620)

Program Year 2020

North Miami Jr.-Sr. H.S. (6049)

394 E 900 N
Denver, IN 46926-0218

Food Service Contact

Mrs. Stephanie Owens
Food Service Director
(765) 985-2931

Month of Review: February 2020

Other Federal Programs: Seamless Summer Option - North Miami Jr.-Sr. H.S. (6049)

1827. Meal documentation for last five days of review period indicate required meal components available? Enter data.

Finding 9000: Other Finding

Production records for the week of review were not fully completed. Missing information included: # served to students and # of leftover servings.

Corrective Action:

The SFA has corrected the production records for the week of review to include all required information and will continue to do so on all future production records. No further action required.