

SNP Administrative Review Findings

Perry Central Community Schools (6325)

Program Year 2022

Perry Central Community Schools (6325)

18677 Old State Road 37
Leopold, IN 47551-8081

Food Service Contact

Mrs. Mary Schwartz
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Executive Contact

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Superintendent
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No. of Sites / Reviewed: 2 / 1
Month of Review: February 2022

Commendations

- * The food service director and staff take the extra step to ensure meal quality by making several items from scratch, such as soups, rolls, cookies, and Salisbury steak, to name a few. In addition, the kitchen was clean, and storage was organized during the review.

Resource Management Comprehensive Review - Perry Central Community Schools (6325)

770. Correct Rate/Base Calculation

Technical Assistance- Applying the Indirect Cost Base

SFA was advised to obtain documentation anytime that the full amount of allowable indirect costs for a program year will not be charged to the foodservice account and will not be charged in the future, as occurred for PY 2020-2021. Going forward, when the nonprofit foodservice account is not charged the full indirect cost rate, it would be a best practice to obtain in writing that the additional amount not charged is not considered a loan and repayment is not expected. Additionally, indirect costs should be charged consistently among all federal programs per federal regulations.

774. Verification of Indirect Cost Documentation

Technical Assistance: Insufficient documentation for Indirect Cost billing

The SFA charges labor for some employees outside of food service (monitoring) to the nonprofit food service account. The SFA figures the amount of labor for these employees through a percentage, which would fall into the parameters of indirect charges. Currently, the SFA is documenting these costs as direct instead of indirect. On the review day, the reviewer worked with the ECA Treasurer to revise the annual financial report in CNPweb to record these labor charges as an indirect cost. For additional questions regarding calculations of indirect costs, please reach out to IDOE School Finance.

General Program Compliance - Perry Central Community Schools (6325)

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- Assessment of the Local School Wellness Policy

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. As a reminder, the triennial assessment must be completed every 3 years. This needs to be done by the end of June 2023. Available resources to complete the assessment can be found at <https://www.in.gov/doe/nutrition/wellness-policies/>.

1217. SFA's process and frequency for tracking training hours are sufficient

Technical Assistance- Professional Standard Tracking

The SFA tracks professional standards by individuals using a manual system. They were looking to update the tracking system, and the reviewer showed the food service director where to find the IDOE professional standards tracking tool for a more efficient process.

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*Program Year 2022***Perry Central Community Schools (6325)**

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Technical Assistance- Summer Meals Outreach

School Food Authorities are required to provide outreach for the Summer Food Service Program prior to the end of each school year- even if they do not operate the SFSP. Therefore, please visit <https://www.in.gov/doi/nutrition/meal-site-information/> prior to the end of each school year to determine nearby SFSP sites so that you may inform households of availability. Furthermore, all outreach (CEP, breakfast, lunch, summer meals, etc.) should be kept on file for 3 years plus the current program year.

SNP Administrative Review Findings

Perry Central Community Schools (6325)

Program Year 2022

**Perry Central Jr.-Sr. High School
(6708)**

18677 Old State Road 37
Leopold, IN 47551-8081

Food Service Contact

Mrs. Mary Schwartz
Food Service Director
(812) 843-5576

Month of Review: February 2022

Date of Onsite Review: March 31, 2022

Other Federal Programs - Perry Central Jr.-Sr. High School (6708)

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

Finding 9000: ASSP Meal Pattern

After reviewing the production records, it was determined that the creditable portion for bananas served was 1/2 cup. In addition, bananas were served three times during the review month, resulting in an insufficient portion of one of the components offered. Therefore, if this error is found in subsequent Administrative Reviews, the snacks may be considered non-reimbursable and disallowed.

Corrective Action:

During the on-site review, the reviewer provided technical assistance to the afterschool coordinator and food service director by demonstrating the food buying guide and discussing the difference between the ASSP meal pattern and smart snacks. The SFA will add 1/4 cup of another fruit or vegetable to give the minimum portion size when providing bananas. Therefore, additional corrective action is not required.

1700. ASSP – areas identified requiring TA, CA?

Technical Assistance- ASSP Student Participation

The afterschool snack coordinator requires all students to take a snack even if they do not want it. During the review, some students take a snack and discard it immediately. The reviewer provided technical assistance to the staff during the site visit. Students are not required to take a snack if they participate in the afterschool program. However, if the student chooses to take a snack, they must take the entire snack (2 required components).

Meal Counting & Claiming - Perry Central Jr.-Sr. High School (6708)

317. Day of Review- meal counting system prevents overt identification and eligible students are not treated differently than other students

Finding 9000: Point-of-Service

The meal counts are documented at the beginning of the line where children receive the meals (breakfast and lunch). However, not all meals are checked to see if they meet the requirements of OvS once the student is through the line. Therefore, meal counts should be taken as the student receives the meal.

Corrective Action:

The SFA should arrange the serving line where the register is placed at the end of the line. Another option would be if a person were at the end of each service line (breakfast and lunch) to check if all meals meet the OvS requirement once students make selections.

For corrective action, please explain how meal counts will be taken as students receive the meal.

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Technical Assistance- Site-Based Claim Reporting

At the time of the review, the SFA inadvertently forgot to include the breakfast meal counts in the claim reimbursement submitted to the State Agency. The reviewer provided technical assistance, including the opportunity to revise the site claim to include the breakfast meals. It is suggested when claims are submitted to the SA, the SFA should have an internal control that provides for a double-check that all meal counts were included.

SNP Administrative Review Findings**Perry Central Community Schools (6325)***Program Year 2022***Meal Components & Quantities - Perry Central Jr.-Sr. High School (6708)***402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served***Finding 9052: Day of Review portion sizes insufficient.**

As observed on the Day of Review, the portion sizes of meal components from the planned menu served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review:

- The grain serving (sandwich bread) for the PBJ is 1.5 oz equivalent instead of the required minimum 2oz serving for the 9-12 grade grouping.
- The meat/meat alternate serving for the chef salad was less than the 2oz equivalent serving.

Corrective Action:

At the time of the review, the reviewer provided technical assistance on weights and volume, crediting labels, and standardized recipes. As a result, the following changes were implemented before meal service.

1. A cookie was added to the PBJ option to meet the daily grain offering of a 2oz equivalent serving.
2. Weights and volume were reviewed for cheese and diced ham for salads. The staff increased the diced ham to 1.22 oz (by weight=#16 scoop). In addition, the food service director updated the recipe to include serving notes for salad preparation.

All required corrective action was met during the on-site review. Therefore, additional corrective action is not required.

Technical Assistance:

The school was advised and given the opportunity to correct the insufficient quantity of two meal components before the meal service started.

*403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines***Technical Assistance-milk variety throughout meal service**

During the meal service, the SFA offered two milk types composed of three flavors. The school ran out of the unflavored milk option during meal service leaving the 5-6 grades with only the flavored options. Sponsors must offer at least two types of milk, one of which is an unflavored option, either fat-free or low fat. When providing two types of milk, if flavored is offered, unflavored must also be an option throughout the entire service.

*410. Review Period- planned menu quantities meet the meal pattern requirements***Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) served. Meals served with insufficient portion size, or insufficient quantities of meal components are incomplete and are not reimbursable. The menu planner is reminded to plan menus that meet all components in daily and weekly serving sizes. If this error is found in subsequent Administrative Reviews, the meals may be considered non-reimbursable and disallowed.

- Insufficient daily and weekly grain serving for sliced bread for grade grouping 9-12. The crediting documentation of sliced bread 26 grams is .75 oz equivalent grains. A sandwich was offered daily using the sliced bread, which only provided 1.5oz grain for these options for 9-12. The grain requirement for 9-12 is 2oz equivalent.

Corrective Action:

The reviewer provided technical assistance to the cafeteria manager regarding menu planning, grade group requirements, crediting, standardized recipes, labels, and the food buying guide.

For Corrective Action, please explain how the sliced bread entree options have been updated to meet the daily requirement for 9-12 grade grouping.

SNP Administrative Review Findings
Program Year 2022**Perry Central Community Schools (6325)****General Program Compliance - Perry Central Jr.-Sr. High School (6708)**

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

Technical Assistance-Monitoring with a Central Kitchen

The SFA has a central kitchen with two cafeterias. When completing monitoring, the SFA should monitor both cafeterias to check if compliance is met with meal counting, meal patterns, and general program areas. Additionally, the monitor should have the food service director sign the monitoring report and record the meal counts for the day.

1105. *Foods and beverages sold to students during the school day meet Smart Snacks standards*

Technical Assistance- Vending Machines

One of the vending machines in the high school has a sign that says HS only, but the jr high students still have access. Please switch to Smart Snacks compliant items for the lowest grade group or place the vending machines on a timer to turn on 30 minutes after the end of the instructional day.

1405. *Two food safety inspections are received each school year from the local health department*

Technical Assistance- Health Inspections Requests

Although, the school had verbal communication with the local health department to request two inspections, written documentation must be maintained. The SFA should keep written documentation of the request, such as the letter sent, email, fax, etc. A copy of the food safety request letter can be found here: <https://www.in.gov/doe/nutrition/food-safety/>.