

SNP Administrative Review Findings

Randolph Central School Corp (6825)

Program Year 2019

Randolph Central School Corp (6825)

103 N. East Street
Winchester, IN 47394-1604

Food Service Contact

Mrs. Teresa Hartsock
Food Service Director
(765) 584-8201

Executive Contact

Mr. Rolland Abraham
Superintendent
(765) 584-1401

No. of Sites / Reviewed: 5 / 1
Month of Review: March 2019

Certification and Benefit Issuance - Randolph Central School Corp (6825)

126. (a) Certification Benefits/Issuance Review Method, applications correctly approved?

Finding 9000: Benefit Issuance Document (BID)

Benefit Issuance Document

The benefit issuance document listed several students who no longer attended (graduates or withdrawn) or have not yet enrolled (preschoolers) in the school corporation.

Corrective Action:

Confirm that in the future only active students within the SFA will be listed in the benefit issuance of your POS Meals Plus Program.

Technical Assistance:

A technical assistance was conducted regarding this finding.

126. (b) Certification Benefits/Issuance Review Method, applications correctly approved?

Finding 9000: Incomplete applications

Several students approved for free or reduced eligibility through an application had no fully completed application; no Social Security and/or household size completed and/or adult household member sections completed.

Corrective Action:

Confirm that in the future all students approved for free or reduced eligibility through an application will have a fully completed applications.

Technical Assistance:

A technical assistance was conducted regarding this finding.

126.(c) Certification Benefits/Issuance Review Method, applications correctly approved?

Finding 9017: The application approval process is not implemented correctly.

Based on the selected students, eligibility determination errors were found. The errors noted are: applications were unavailable, eligibility transferred incorrectly onto the benefit issuance document, applications approved incorrectly, such as misclassification, etc.

Corrective Action:

Confirm that each student eligibility found to be in error for free and reduced status was corrected in the Meal Plus POS. Also, confirm these students will be correctly carried over at the beginning of the 2019-20 school year.

Technical Assistance:

A technical assistance was conducted regarding this finding.

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

Technical Assistance

Technical Assistance:

Provided technical assistance on not converting one income frequency free and reduced applications to annual income.

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*Program Year 2019***Randolph Central School Corp (6825)***129. Household notification consistent with Off-site Assessment responses?***Finding 9000: Household Notification Letters**

The school year 2018-19 household notification letters do not have all the required information.

Corrective Action:

Confirm that an annual comparison will always be made between your Meal Plus Software Letter and the state agency's household notification letters. Once the annual comparison is made, any changes will be made to the Meals Plus Letters.

Technical Assistance:

A technical assistance was made regarding this requirement.

*137. Eligibility determination correctly transferred to POS Benefits Issuance document?***Finding 9029: The eligibility determination benefit category is not accurately transferred to the benefit issuance document.**

Based on a review of documentation for selected students, certified eligibility is not always correctly transferred to the benefit issuance system of the Meals Plus point of sale (POS).

Corrective Action:

Confirm that in the future a standard process will be in place to ensure that certified eligibility is always correctly transferred. Explain each step and the person(s) involved in the process.

Technical Assistance:

A technical assistance was conducted regarding this finding.

*138. Updating Benefits Issuance documents accurately, timely?***Finding 9030: Benefits issuance documents not always updated accurately and in a timely manner.**

Changes in eligibility as a result of verification, resubmitted applications, new students, transferred students, or withdrawn students occurred during the review period. Benefits issuance documents were not always updated accurately or within required timeframes.

Corrective Action:

Confirm that in the future whenever an eligibility status is changed, the proper procedures will be followed and reference to the online verification steps will be made.

Technical Assistance:

A technical assistance was conducted regarding this finding.

Verification - Randolph Central School Corp (6825)*208. Confirmation Review – documentation on file, required procedures followed?***Finding 9037: Confirmation review not conducted as required.**

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

Corrective Action:

Confirm that in the future confirmation reviews will be conducted as required.

Technical Assistance:

A technical assistance was conducted regarding this finding.

*209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?***Finding 9000: Verification**

All selected verification households' proof of income and several notification letters were not kept on file.

Corrective Action:

Confirm that in the future all program Child Nutrition Program documents will be retained for at least the past three years.

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Technical Assistance:

A technical assistance was conducted regarding this finding.

211. Verification notification letter?

Finding 9000: Verification Notification Letters

The civil rights non-discrimination statement is not current on the verification notification letters.

Corrective Action:

Confirm that in the future the SFA's verification notification letters will be reviewed annually to ensure all information is current.

Technical Assistance:

A technical assistance was conducted regarding this finding.

214. Student eligibility change due to verification – update Benefits Issuance list?

Finding 9047: Change in benefit levels due to Verification results not changed within required timelines.

When a student's eligibility status changed due to verification results, benefits were not decreased within 10 calendar days from the final verification decision. Some dates were changed before the date given on the household notification letters.

Corrective Action:

Confirm that in the future when a student's eligibility decreases, 10 calendar days will be given to the household before the benefit is lowered.

Technical Assistance:

A technical assistance was conducted regarding finding.

Resource Management Comprehensive Review - Randolph Central School Corp (6825)

756. Equipment Purchases

Finding 9000: Other Finding

The SFA did not receive prior state agency approval for equipment purchases over \$5,000.

Corrective Action:

The SFA must ensure that equipment purchases, over the \$5,000 threshold, are approved by the state agency. Procedures for equipment purchases can be found in the provided link: <https://www.doe.in.gov/nutrition/nsfp-procurement-resources>.

765. Adult Meals

Finding 9000: Determining the Adult Meal Price

The required formula is not used to determine the adult lunch price, but the current price is correct.

Corrective Action:

To calculate adult meal prices for lunch, take the sum of the student paid price, plus the paid reimbursement, plus .06 cents, plus the value of USDA Foods.* The adult lunch price must be equal to or higher than the total.

Lunch example:

\$2.80 Student paid price

0.31 Paid meal reimbursement rate for lunch (18/19)

0.06 Six cent certification rate

+ .2325 Per meal value of USDA donated foods (18/19)

= \$3.4025 Minimum price for adults

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General Program Compliance - Randolph Central School Corp (6825)

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Technical Assistance:

A technical assistance was conducted regarding potential stakeholders need to be made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy.

1217. Frequency of tracking training hours

Finding 9000: Tracking of Professional Standard Hours

Prior to the onsite review, the food service director had not been tracking the annual Professional Standards completed training hours.

Corrective Action:

Confirm that in the future the completed Professional Standards training hours will be tracked ensuring each staff member completes the annual minimum required hours. Include in your corrective action the tracking tool that will be used.

Technical Assistance:

A technical assistance was conducted regarding this finding.

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Randolph Central School Corp (6825)

Program Year 2019

Willard Elementary School (7145)

103 N. East Street
Winchester, IN 47394-1604

Food Service Contact

Ms. Sherri Fritz
Manager
(765) 584-9171

Month of Review: March 2019

Date of Onsite Review: May 8, 2019

Meal Components & Quantities - Willard Elementary School (7145)

401. DOR - meals selected by students contain all required components/quantities

Finding 9000: Sweet Grain Ounces

Recently teachers had requested food service staff serve specific sweet treats each week. Food service staff were unaware of the weekly maximum of two sweet grain ounces, therefore, served whatever was requested. Some weeks the treats put the menus over the maximum of two sweet grain ounces. Menus must be planned to meet meal pattern requirements for students, not to accommodate preferences of adults.

Corrective Action:

Confirm that in the future no more than two ounces of sweet grain ounces will be served each week.

Technical Assistance:

A technical assistance was conducted regarding this finding.

401. DOR - meals selected by students contain all required components/quantities?

Technical Assistance

Technical Assistance:

A technical assistance was conducted regarding the vegetable subgroups.

401. DOR - meals selected by students contain all required components/quantities?

Technical Assistance

Technical Assistance:

Food service staff would like to begin offer vs. serve for breakfast because of the amount of food waste. Therefore during the onsite, a technical assistance was conducted regarding this procedure.

402. (a) DOR - quantities served meet daily meal pattern requirements for age/grade groups?

Finding 9000: Adult Lunch Food Portions

Adults are currently being served larger portions than the students and are charged only the minimum lunch price.

Corrective Action:

Confirm that in the future adults will be served the same portion sizes as the students or the meal price will be increase accordingly or charge a la carte prices for the larger portions.

Technical Assistance:

A technical assistance was conducted regarding this finding.

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402. (b) DOR - quantities served meet daily meal pattern requirements for age/grade groups?

Technical Assistance

Technical Assistance:

Food service staff were unaware that a meat/meat alternate was not required for breakfast. A technical assistance was conducted regarding the breakfast requirements.

402.(c) DOR - quantities served meet daily meal pattern requirements for age/grade groups?

Technical Assistance

Technical Assistance:

Staff were not aware of the grain chart to be used on determining grain equivalency ounces. A technical assistance was provided regarding this chart.

402. (d) DOR - quantities served meet daily meal pattern requirements for age/grade groups?

Finding 9052: Day of Review portion sizes insufficient. *Repeat Finding

As observed on the Day of Review, the portion sizes all of meal components did not meet the daily minimum meal pattern requirements for the K-5 grade group being served. Prior to serving the students, the corrections were made. Therefore, no meals were disallowed.

Corrective Action:

Confirm that the planned daily portion sizes all of meal components will be double checked before the day of meal service.

Technical Assistance:

A technical assistance was conducted regrading this finding.

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

Finding 9000: Breakfast Signage

On the day of the breakfast review, signage was unavailable explaining what constitutes a reimbursable breakfast to students.

Corrective Action:

Confirm that in the future signage will always be displayed as required.

Technical Assistance:

A technical assistance was conducted regarding this finding.

408. Performance Based Reimbursement turned off due DOR findings?

Finding 9000: Performance-Based Reimbursement

Due to the significant amount of menu errors including some repeat findings from the 2016 administration review, the Performance-Based Reimbursement is being temporally suspended.

Corrective Action:

Confirm that in the future the USDA Meal Pattern Guidelines will be referenced and followed when planning menus. Also, once the menu planner clearly demonstrated the understanding of the USDA Meal Pattern Guidelines, the Performance-Based Reimbursement will be unsuspended.

Technical Assistance:

Technical assistance was conducted regarding this finding.

409. (a) Review period production records/documentation - required meal components offered, daily/weekly requirements met?

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Finding 9000: Child Nutrition (CN) Labels and Product Formulation Statements (PFS)

CN Labels or PFS are not obtained on applicable food items to substantiate component crediting.

Corrective Action:

Confirm that in the future CN Labels and/or PFS will be obtained, read and kept on file on applicable food items.

Technical Assistance:

A technical assistance was conducted regarding this finding.

409. (b) *Review period production records/documentation - required meal components offered, daily/weekly requirements met?*

Finding 9000: Production Records

The daily production lunch record's vegetable subgroups columns are not being completed.

Corrective Action:

Confirm that in the future the entire daily production record will be completed. Submit two weeks of planned lunch production records demonstrating a clear understanding of this requirement.

Technical Assistance:

A technical assistance was conducted regarding this finding.

409.(c) *Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.*

Finding 9000: Standardized Recipes

Standardized recipes are not obtained and utilized.

Corrective Action:

Confirm that in the future, standardized recipe will always be used and kept on file.

Technical Assistance:

A technical assistance was conducted regarding this finding.

410. (a) *Review period menus and production records - Quantities and meal pattern requirements met?*

Finding 9000: Breakfast Daily Minimum Requirements

For the week reviewed, only 1/2 cup juice served for breakfast each day. A full cup of fruit must be offered at breakfast, with only half of that allowed to be in the form of juice.

Corrective Action:

Confirm that in the future a daily minimum of one cup of juice/fruit/vegetable will always be served for breakfast. Submit two weeks of planned breakfast production records demonstrating a clear understanding of this requirement.

Technical Assistance:

A technical assistance was conducted regarding this finding.

410. (b) *Review period menus and production records - Quantities and meal pattern requirements met? Enter data.*

Finding 9000: Crediting Lettuce *Repeat Finding

Currently lettuce is not being correctly credited. A full cup of leafy greens can only credit as 1/2 cup vegetable (1/2 the volume served)

Corrective Action:

Confirm that in the future, lettuce will be properly credited as half of the serving amount.

Technical Assistance:

A technical assistance was conducted regarding this repeat finding.

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410.(c) Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Finding 9000: Lunch Weekly Minimum Requirements *Repeat Finding

For the week reviewed, all daily and weekly meal pattern requirements were not met. Ensuring that students receive full offerings of all required components should be a priority for any menu planner in a school nutrition program. Staff should also be trained to recognize when the menu planned does not meet the meal pattern and steps taken to correct the issue prior to the beginning of the meal service.

Corrective Action:

Confirm that in the future all specific daily and weekly lunch meal pattern requirements will be planned and served. Submit two weeks of planned lunch production records demonstrating a clear understanding of this requirement.

Technical Assistance:

A technical assistance was conducted regarding this finding.

General Program Compliance - Willard Elementary School (7145)

901. On-site monitoring review completed prior to February 1?

Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1. *Repeat Finding

The SFA did not conduct an on-site review of any school's meal counting and claiming procedure prior to February 1 of the current Program Year. On-site monitoring (internal reviews of program practices) is a regulatory requirement.

Corrective Action:

Confirm that in the future on-site reviews will be scheduled and conducted as required.

Technical Assistance:

A technical assistance was conducted regarding this finding.

1404. (a) Food safety plan - written, copy available?

Finding 9145: A copy of the written food safety plan was not available at the reviewed school.

Corrective Action:

Confirm that a current written food safety plan will be kept on file and implemented at each kitchen.

Technical Assistance:

A technical assistance was conducted regarding this finding.

1406. (b) Most recent Food safety inspection posted, visible to public?

Technical Assistance:

A technical assistance was conducted regarding questions asked by the food service staff at Willard Elementary School. The topics were in regards to posting the most recent county health inspection in public view and if when a new tray of food was removed from the food warmer were staff required to change gloves.

1408. Temperature logs available?

Finding 9000: Temperature Logs

The temperature logs for the last several months were reviewed. It was noted that 170 degrees Fahrenheit for the hot entrée foods and 40 degrees Fahrenheit for the cold entrée foods was written almost every day. On approximately two days throughout each month, the temperatures were different. Recording the exact same temperatures leads the reviewer to believe that an accurate temperature is not being taken regularly.

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Corrective Action:

Confirm that in the future the temperature's will be properly tested and documented. Also, the calibration of a thermometer will be taught to the food service staff.

Technical Assistance:

A technical assistance was conducted regarding this finding.