

SNP Administrative Review Findings**Rural Community Schools (9465)****Program Year 2020****Rural Community Schools (9465)**

2385 N. State Road 63
Sullivan, IN 47882-7152

Food Service Contact

Mrs. Leona Davis
Office Manager
(812) 382-4500

Executive Contact

Mr. Derek Grant
Chief Operations Officer
(812) 382-4500

No. of Sites / Reviewed: 1 / 1

Month of Review: November 2019

Commendations

- * The staff was well organized for the review, asked questions, and was eager to learn during the process.
- * The kitchen is well organized and clean. The salad bar has a large selection of vegetables for the children to select from to create a nice side salad option.

Resource Management Comprehensive Review - Rural Community Schools (9465)**750. Year-End Available Balance****Finding 9000: Other Finding**

The documentation provided to determine the total revenue and expenses for 2018-2019 did not match what was reported on the Annual Financial Report. The income for adults and children was unable to be validated at the time of the review. All expenses were able to be validated, which included a difference of what was reported due to purchases for athletics and PTO paid out of the NPFSA.

Total Expenses validated \$100,670.09

Total Expenses reported \$101,155.91

Difference of -\$485.82

Corrective Action:

The SFA will need to provide documentation of revenue for adults and children for 2018-2019 to the state agency to complete the resource management review. The SFA will need to refer to the POS transactions to determine the meals to students, adults, and items sold ala carte to determine revenue. Once the State Agency validates the documentation submitted for revenue, the AFR will need to be revised.

The SFA is also required to complete Financial Management: A Course for School Nutrition Directors located on the Institute of Child Nutrition-

<https://theicn.docebos.com/learn/course/external/view/elearning/58/FinancialManagementACourseforSchoolNutritionDirectors>. Please submit the training certificate showing as documentation the training has been completed.

751. Expenses Exceeded Revenues**Technical Assistance- Loan Agreement****Technical Assistance:**

SFA's year-end expenses were greater than its year-end revenues, requiring a general fund transfer to cover the balance. There was no formal loan agreement completed, which means that this amount cannot be repaid in subsequent years.

757. Allowable Costs Test**Finding 9000: Retention**

The SFA did not maintain adequate records to support its financial management practices successfully. The SFA was unaware of its financial management practices, and as a result, was unable to provide all of the requested documentation for the resource management review for revenue of the NPFSA.

Corrective Action:

The SFA must ensure that all records will be maintained on file for a minimum of 3 years, plus the current year. For corrective action, please explain how all records will be maintained.

General Program Compliance - Rural Community Schools (9465)

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

Finding 9000: Local School Wellness Policy

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:

- current local wellness policy does not contain all the elements for the final rule
- wellness committee not formed
- potential stakeholders are unaware of the ability to participate in the development, implementation, review, and update of the wellness policy

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:

1. Using the evaluation tool found on our website, evaluate the current policy. Pinpoint areas that are missing required components and develop a timeline for making the necessary changes to bring the policy into compliance. The evaluation and timeline will need to be provided for corrective action; however, ensuring that the timeline is followed to bring the policy into compliance will need to be monitored by the committee for full implementation before the beginning of the 2020-21 school year.
2. Create wellness committee to meet requirements (Allow parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, evaluation, and update of the local school wellness policy).
3. Please explain how potential stakeholders will be made aware of the ability to participate in the development, implementation, review, and update of the wellness policy.

Please submit documentation that each area identified has been corrected.

Technical Assistance:

The Indiana Department of Education has many resources to assist with policy requirements, assembling wellness committees, implementation, and assessment of the local school wellness policy. <https://www.doe.in.gov/nutrition/school-wellness-policy>

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 Food Service Program**Technical Assistance:**

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 Summer Food Service Program (SFSP). Please visit <https://www.doe.in.gov/nutrition/summer-food-service-program> prior to the end of each school year to determine nearby SFSP sites so that you may inform households of availability.

SNP Administrative Review Findings**Rural Community Schools (9465)****Program Year 2020****Rural Community Academy (7951)**

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Sullivan, IN 47882-7152

Food Service Contact

Mrs. Leona Davis
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Month of Review: November 2019

Date of Onsite Review: December 9, 2019

Meal Components & Quantities - Rural Community Academy (7951)*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) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable.

-The weekly grain requirement was insufficient for breakfast.

-The weekly grain requirement was insufficient for lunch (salad bar).

The meal pattern is analyzed for daily and weekly compliance. The menu planner is using the menu certification tool; however, when completing the worksheets, the menu planner is entering the entire month instead of a week to determine the compliance.

Corrective Action:

For corrective action, the menu cycle weeks need to be revised to meet the daily and weekly compliance requirements. Please explain what changes have been made to the menu. Also, the food service director and site staff are required to complete the blackboard inTEAM training Crediting Foods course. Please submit the sign-in sheet for attendance and the certificate of completion.

Technical Assistance:

The school was provided technical assistance during the on-site visit. The reviewer sent the cafeteria staff resources for menu planning.

General Program Compliance - Rural Community Academy (7951)*1409. On-site or off-site storage violations were observed***Finding 9150: Storage violations were observed.**

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. All food is not stored at least 6 inches off the floor

Corrective Action:

During the onsite review, the staff corrected the storage of the food that was placed on the floor to a shelf. Additional response is not required.

Technical Assistance:

The school was provided onsite technical assistance.