

## SNP Administrative Review Findings

Shelby Eastern Schools (7285)

Program Year 2020

### Shelby Eastern Schools (7285)

2451 North 600 East  
Shelbyville, IN 46176-9113

### Food Service Contact

Mrs. Chris Scott  
Corporation Treasurer  
(765) 544-2246  
FSMC: Chartwells

### Executive Contact

Dr. Michele Moore  
Superintendent  
(765) 544-2246

No. of Sites / Reviewed: 4 / 1  
Month of Review: October 2019

## Commendations

- \* The food service staff was very prepared for their 2020 Administrative Onsite Review along with being very conscientious about following the Child Nutrition Program Requirements.

## Certification and Benefit Issuance - Shelby Eastern Schools (7285)

126. *Certification: selected applications correctly approved*

### Finding 9000: Foster Child

One foster child/student was being claimed as reduced and should be free status. A foster child is categorically eligible for free meals.

### Corrective Action:

Confirm this error has been corrected. Confirm that in the future foster children will be categorically eligible for free meals.

126. *Certification: selected applications correctly approved*

### Finding 9000: Meals Plus Software POS Error

An issue with the eligibility assignments has been identified. Selected free and reduced students were incorrectly claimed due to Meals Plus Software claiming Medicaid Reduced students as Free.

### Corrective Action:

The School Food Authority (school administration) is responsible for the oversight of all of the actions of the FSMC and any software that is in use for school nutrition programs. Therefore because an issue with the eligibility assignments has been identified through the administrative review, the SFA must ensure that all eligibilities have been determined and issued correctly, even those that have not been identified or were part of the sample for the administrative review.

Confirm through submitted corrective action showing that a full review of all students assigned benefits for the 2019-20 school year are correct in the system. If the FSMC does the corrective action, the SFA will need to review it for accuracy and sign off on it. If it is determined that the software is the issue, some sort of confirmation from the software company may be necessary to attest to the fact that the issue has been resolved. If it is a user issue, then training needs to occur and needs to be documented in the corrective action letter.

## Verification - Shelby Eastern Schools (7285)

209. *Verified applications*

### Verification For Self-Employed Households Technical Assistance

### Technical Assistance:

When a household application selected for verification has income from self-employment, the previous year's Schedule C tax documentation which shows expenses being subtracted out of gross income (net income) is not being used. Currently the Schedule C gross income is used. Due to the end result being the same with either proof of income, no action is required.

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**Program Year 2020**

209. *Verified applications were properly selected, correctly replaced (if necessary), and correctly verified*

**Finding 9000: Verification On All Incomes Listed**

All incomes listed on the selected verification applications were not verified.

**Corrective Action:**

Confirm that in the future, all incomes listed on all the selected verification free and reduced applications will be verified. Due to the end result being the same with the additional income, no action is required.

**Technical Assistance:**

Technical assistance was conducted on this specific finding during the onsite review.

215. *SFA completed verification by November 15*

**Finding 9000: Supporting Verification Documents**

Copies of all supporting verification documents are not being kept on file.

**Corrective Action:**

Confirm that in the future copies of all supporting verification documents will always be kept on file.

**Technical Assistance:**

SFA was instructed on how to keep supporting verification documents on file for a minimum of 3 years plus the current year.



**SNP Administrative Review Findings**

**Shelby Eastern Schools (7285)**

*Program Year 2020*

**Waldron Jr.-Sr. High School (7665)**

2451 North 600 East  
Shelbyville, IN 46176-9113

**Food Service Contact**

Mrs. Jamie Forbes  
Kitchen Manager  
(765) 544-2246

Month of Review: October 2019

Date of Onsite Review: November 8, 2019

**No Findings during Site 7665 Review**