

SNP Administrative Review Findings**CSC of Southern Hancock County (3115)***Program Year 2022***CSC of Southern Hancock County (3115)**

4711 S. 500 West
New Palestine, IN 46163-0000

No. of Sites / Reviewed: 6 / 2
Month of Review: April 2022

Food Service Contact

Mr. Robert Yoder
Assistant Superintendent
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byoder@newpal.k12.in.us
FSMC: Aramark

Executive Contact

Dr. Lisa Lantrip
Superintendent
(317) 861-4463
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Commendations

- * The food service staff are to be commended on their hardworking efforts put forth on feeding the children in the community during this Covid Pandemic. Also, even with the continuous program changes, they were well prepared and organized for the 2022 Administrative Review.

Resource Management Comprehensive Review - CSC of Southern Hancock County (3115)*757. Allowable Costs Test***Finding: Detailed Itemized Billing from Aramark**

The monthly invoice and operation billing summary provided to the reviewer does not include enough information to determine allowable expenditures from the food service account. It is the SFA's responsibility to review the actual expenses charged to the food service from the FSMC to ensure that all are allowable. A summary of expenses, while it might be beneficial, does not meet the requirement of itemized.

Corrective Action:

A detailed itemized statement should be provided by the FSMC monthly listing all items purchased on behalf of the school corporation and must be reviewed each month prior to paying any invoice. The SFA must require the FSMC to provide a detailed itemized monthly bill for October 2020 and upload that in the review tool as corrective action. The State Agency will review the bill and further corrective action could be necessary. Additionally, provide written procedures as to how FSMC monthly billings will be reviewed in detail prior to making any payments to the FSMC. The detailed monthly billings must be retained by the SFA for a minimum of three years plus the current year.

*757. Allowable Costs Test***Finding: Sample of expenses charged to nonprofit school foodservice account not reasonable and necessary.**

The State agency reviewed a sample representing 10% of expenses for the 2020-2021 school year, using documentation provided. The following recorded expenses did not represent an activity or function recognized as reasonable and necessary for the operations of the school food service programs: Custodial charges are calculated based on a projected expense and not actual daily payroll timesheets or logs. For custodial expenses to be charged to the food service account, an actual time log must be kept and completed each day. If the practice of using an estimate based on projections is going to continue, then this expense can only be charged through an indirect cost rate calculation.

Corrective Action:

Determine how custodial time will be charged to food service, either by using daily payroll logs with actual time spent, or through an indirect cost calculation. As corrective action, provide written procedures for the SFA to follow regarding custodial time charged to food service.

Wellness Policy Technical Assistance

Each local educational agency that participates in the National School Lunch Program is required by federal law to establish a local school wellness policy for all schools under its jurisdiction. Local wellness policies are an important tool for parents, local educational agencies, and school districts in promoting student wellness, preventing, and reducing childhood obesity, and providing assurance that school meal nutrition guidelines meet the minimum federal school meal standards. The wellness policy is a plan and common understanding of how schools are helping to make the healthy choice the easy choice at school. The wellness policy is updated periodically and parents, school staff, and the community all take part in creating it to ensure that everyone's voice is heard.

SNP Administrative Review Findings

CSC of Southern Hancock County (3115)

Program Year 2022

**New Palestine Elementary School
(2564)**

4711 S. 500 West
New Palestine, IN 46163-0000

Food Service Contact

Ms. Mary Bailey
Kitchen Manager
(317) 861-4320

Month of Review: April 2022

Date of Onsite Review: May 11, 2022

Meal Components & Quantities - New Palestine Elementary School (2564)

406. Day of Review- the meal service is structured to comply with the required age/grade group meal pattern requirements when multiple menus and/or age/grade groups are served

Finding: Co-Mingling Preschoolers

Preschoolers are not co-mingled with at least one upper grade group or they must be served meals meeting the Child Adult Care Food Program Meal Pattern Requirements.

Corrective Action:

Confirm that whenever preschoolers are served a reimbursable breakfast and/or lunch that they are either co-mingled with an upper grade group or served (with supporting documents) the Child Adult Care Food Program Meal Pattern Requirements.

Technical Assistance:

While onsite, a technical assistance was provided on this finding.

General Program Compliance - New Palestine Elementary School (2564)

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

Finding:

Sugar Creek was not monitored this school year. Only one of six schools had a breakfast monitor review conducted.

Corrective Action:

Confirm that in the future utilizing the state agency form that all schools are monitored at least one time during lunch service per school year. As for breakfast, that meal service should be monitored at least one time every other school year.

Technical Assistance:

A technical assistance was conducted while onsite regarding this requirement.

Technical Assistance Potable Water

It is suggested that the water containers in the serving area be labeled for advertisement purposes and to promote water consumption.

SNP Administrative Review Findings

CSC of Southern Hancock County (3115)

Program Year 2022

New Palestine Intermediate School
(2543)

4711 S. 500 West
New Palestine, IN 46163-0000

Food Service Contact

Ms. Charissa Igo
Food Service Director
(317) 861-2134

Month of Review: April 2022

Date of Onsite Review: May 12, 2022

Meal Components & Quantities - New Palestine Intermediate School (2543)

500. Day of Review- Offer vs. Serve was properly implemented

Finding: School is not properly implementing Offer vs. Serve.

While all breakfasts were OVS creditable, the cashier was requiring students to return for an additional item when it was not needed. While the main objective of OVS is to help minimize waste, when an additional food is required after a student already has a selected a reimbursable meal this objective is not being met.

Corrective Action:

Confirm that in the future all applicable staff are trained on the OVS procedures prior to becoming a cashier.

Technical Assistance:

The school was provided technical assistance during the onsite visit.