

SNP Administrative Review Findings
Program Year 2022

Southwest Dubois County Schools (2110)

Southwest Dubois County Schools (2110)
113 N. Jackson Street
Huntingburg, IN 47542-1325

Food Service Contact
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Executive Contact
Mr. Tim LaGrange
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No. of Sites / Reviewed: 4 / 2
Month of Review: March 2022

Commendations

- * After school snack paperwork was completed correctly, neat, and organized, making it easy to validate. The food service staff and ASSP coordinator should be commended for implementing the program successfully.

Resource Management Comprehensive Review - Southwest Dubois County Schools (2110)

750. Year-End Available Balance

Finding 9000: Annual Financial Reporting

After reviewing the documentation of revenue and expenses for the non-profit food service account, it was noted the beginning balance, and expense category amounts were misreported. This resulted in the ending balance being less than submitted on the Annual Financial Report.

Corrective Action:

The food service director revised the Annual Financial Report submitted for the program year 2021 using the corrected amounts for expenses and year-end balances. Therefore, additional corrective action is not required.

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Technical Assistance- Calculation of Nonprogram Revenue

When completing the nonprogram revenue tool, the SFA needs to include all schools in the costs and revenue calculation. In addition, the food service director is encouraged to update the tool to include all adult meals, student meals, students snacks, and ala carte at all locations to determine the percentage of nonprogram revenue.

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 non-profit food service 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 trash and utilities to the non-profit food service account. The SFA figures the amount to charge from an old determined set monthly amount, possibly established from a percentage, which would fall into the parameters of indirect charges. Currently, the SFA is documenting these costs as direct instead of indirect. For additional questions regarding calculations of indirect costs, please reach out to the DOE School Finance.

General Program Compliance - Southwest Dubois County Schools (2110)

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

The wellness policy does not address all the minimum requirements that include but are not limited to guidelines for foods and

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Program Year 2022

beverages sold during the school day, USDA meal requirements for school meals, food and beverage marketing, evaluation tool, etc.

Corrective Action:

Please provide a written timeline for the wellness policy update for corrective action.

Technical Assistance:

The finding and requirements were discussed with the Superintendent and Food Service Director. 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.

SNP Administrative Review Findings**Southwest Dubois County Schools (2110)****Program Year 2022****Holland Elementary School (1529)**

113 N. Jackson Street
Huntingburg, IN 47542-1325

Food Service Contact

Mrs. Melinda Kamman
Manager
(812) 536-2441

Month of Review: March 2022

Date of Onsite Review: April 13, 2022

Meal Components & Quantities - Holland Elementary School (1529)*410. Review Period- planned menu quantities meet the meal pattern requirements***Finding 9000: Production Records**

The production record used for all schools does not contain all the Indiana required elements. The food production record does not break out servings per reimbursable student meal, ala carte, adults, provide crediting information, or include the column to record units/amount of food prepared (lbs., cans, etc.).

Corrective Action:

Food Production records provide a record that meal requirements were met for reimbursable meals, ensure that all menu items are served in the correct serving size, and enough food was prepared. The food service director is switching all schools to the Indiana food production record template. In addition, production record training is planned with staff as part of the scheduled back-to-school training before school begins for program 2023. Therefore, additional corrective action is not required.

Technical Assistance:

The reviewer provided the food service director Indiana required elements of a food production record and instructions during the onsite review.

*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 menu planner is reminded to plan menus that meet all components in daily and weekly serving sizes.

On days where one vegetable is menued, the menu planner has opted for a 3/4 cup serving. However, vegetables are served in 1/2 cup portions at the site level. This results in the vegetable portion being insufficient for two days for the in-depth review week, which also causes the vegetable portion for the week to be insufficient.

Corrective Action:

The food service director provided written corrective action to the reviewer on April 18, 2022. The written corrective action included a revised cycle menu where a second vegetable was added to days with only one vegetable planned. Additionally, the food service director met with other food service directors in the Southern Indiana Food Co-Op to discuss adding fresh fruit and vegetable bars for the upcoming school year. Therefore, additional corrective action is not required.

Dietary Specifications - Holland Elementary School (1529)*603. Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool***Finding 9000: Standardized Recipes**

Some of the recipes provided for the in-depth review week did not contain all the required information to determine the correct portioning based on the recipe's yield. Some missing information included servings sizes, ingredient measurements, and directions.

Corrective Action:

The Food Service Director started re-evaluating the recipes to ensure that all criteria were included. In addition, the FSD began looking at the recipes from USDA that the reviewer provided during the review. Starting the program year 2023, all recipes used for school food service will meet the required format. Therefore, additional corrective action is not required.



SNP Administrative Review Findings

Southwest Dubois County Schools (2110)

Program Year 2022

Huntingburg Elementary School (1590) Food Service Contact

113 N. Jackson Street
Huntingburg, IN 47542-1325

Mrs. Rita Hopf
Manager
(812) 683-1172

Month of Review: March 2022

Date of Onsite Review: April 14, 2022

No Findings during Site 1590 Review