

SNP Administrative Review Findings**St Bernard School (K251)****Program Year 2020****St Bernard School (K251)**

207 N 6th Street
Rockport, IN 47635-1427

Food Service Contact

Mrs. Vickey Phillips
Cafeteria Manager
(812) 649-2501

Executive Contact

Mr. Ryan Nowak
Principal
(812) 649-2501

No. of Sites / Reviewed: 1 / 1
Month of Review: March 2020

Commendations

- * The staff and administration were friendly and eager to learn during the remote review.

Certification and Benefit Issuance - St Bernard School (K251)

137. *Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document*

Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system (tickets, rosters, tokens, electronic POS terminal). During the review of applications, it was noted that one application was processed correctly. However, the benefits were not changed in the Point of Sale.

Corrective Action:

During the review, the principal sent a notification to the household for the adverse action. For the school year 2020-2021, the school will be switching to an electronic point of sale that allows the acceptance of online or manually entered applications. The benefit will be electronically transferred after calculation. The out-going principal has shared with the incoming principal details about the process for free/reduced/direct certification process and the prompt entering of data into the school's new student data systems. Additional response not required.

Technical Assistance:

This finding and requirements were discussed with the principal during the review.

Verification - St Bernard School (K251)

208. *Documentation demonstrates a confirmation review was conducted and required procedures were followed*

Finding 9000: Verification- Confirmation Review

The confirmation review official was also the determining official. The confirmation review must be completed by someone other than the original application processor (determining official).

Corrective Action:

The school has developed written procedures to follow verification procedures. The principal will complete the original determination and direct certification, and the food service director will serve as the confirmation review official. Additional response is not required.

Technical Assistance:

This finding and requirements were discussed with the principal during the review.

Meal Counting & Claiming - St Bernard School (K251)

313. *On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

Finding 9000: Meal Counting and Claiming- Monthly Edit Check report

The edit check does not contain the number of eligibles by category on a daily basis.

Corrective Action:

The school is moving to another point of sale that contains an edit check report feature. The school will preview the edit check to ensure that the report includes all minimum required data for an edit check. If data is missing, additional reports will be pulled or manually created. Additional response is not required.

Technical Assistance:

This finding and requirements were discussed with the principal during the review.

<https://www.doe.in.gov/sites/default/files/nutrition/nslp-reviews03edit-check-instructions.pdf>

SNP Administrative Review Findings**St Bernard School (K251)****Program Year 2020****Resource Management Comprehensive Review - St Bernard School (K251)***753. Internal Controls***Finding 9113: Excess revenue not used only for the school meal programs.**

Based on the SFA's Statement of Revenues and Expenses for the most recently completed 2019 program year, the SFA had total Nonprofit Food Service Revenues greater than its Total Nonprofit Food Service Expenses. Surplus revenues were not used solely for the benefit of the school meal programs. It was determined that at the end of each program year, the SFA transfers all excess revenue to the general operating fund, and the nonprofit food service account would not be restored the excess revenue at the start of the following program year.

Corrective Action:

During the remote review (due to Covid-19), the reviewer and the principal worked closely to validate the nonprofit food service account. The principal was able to work with the cafeteria manager, business manager, finance committee, and building & grounds committee to help them understand the necessary process for purchases. For Corrective Action:

1. The SFA is required to create and submit written procedures that detail internal controls and required training, including how to handle end-of-the-year financial processes. Please describe what has been put in place to maintain effective oversight over federal funds and ensure charges to the nonprofit food service account are allowable.
2. Excess funds should remain in the nonprofit food service account. The SFA will need to restore the nonprofit food service account in the amount of \$14,818.15. Please provide documentation that the amount has been restored to the nonprofit food service account using a non-federal source or provide a detailed repayment plan that extends no longer than two years for restoration.

Technical Assistance:

It is highly recommended to complete the financial training with the Institute of Child Nutrition. The training is a free 12-hour course that can be taken online, time permitting.

<https://theicn.docebo.com/learn/course/external/view/elearning/58/financial-management-a-course-for-school-nutrition-directors>.

As a reminder, it is unallowable to require foodservice to reimburse the general operating fund account unless there is a written agreement (to include terms of the loan repayment).

*766. Assessing Compliance with the Non-program Foods Revenue/Cost Ratio***Finding 9000: Non-program Foods Revenue Assessment**

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

Corrective Action:

During the remote review (due to Covid-19), it was determined that the records were not detailed enough to complete an assessment of the revenue for non-program foods. The SFA will complete the assessment of the non-program revenue next school year once school resumes to a standard operating setting. Additional response is not required.

Technical Assistance:

This finding and requirements were discussed with the principal during the review. It is suggested that multiplying the raw food cost paid for an item by two and one-half to three times provides a reasonable sales price.

General Program Compliance - St Bernard School (K251)*1400. The written food safety plan contains required elements and a copy is available at each school***Technical Assistance- Food Safety Plan**

It appears there some pages of the Food Safety Plan that are out of date. Please consider taking the time to update the plan to current standards, updated equipment, and SOPs.

*1500. Reports are submitted to the Indiana Department of Education as required***Finding 9151: SFA does not submit reports as required to the State agency.**

The verification summary and annual financial report were not submitted to IDOE on time.

Corrective Action:

Reporting requirements were discussed and understood by Program administrators. The out-going principal will ensure that the incoming principal and cafeteria staff know where the DOE nutrition calendar of due dates is, that both people are signed up for the cafeteria newsletter, have contact information for state offices, etc. Additional response is not required.

SNP Administrative Review Findings

St Bernard School (K251)

Program Year 2020

Technical Assistance:

IDOE's Calendar of Due Dates can be found at https://docs.google.com/document/d/1gQejacWaNHaz_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit.

St. Bernard School (D370)

207 N 6th Street
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Food Service Contact

Mrs. Vickey Phillips
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(812) 649-2501

Month of Review: March 2020
Date of Onsite Review: May 11, 2020

Meal Components & Quantities - St. Bernard School (D370)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for one week during the Review Period March 2-6, 2020, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served.

Missing Vegetable Sub Group- Bean/Pea (legume). The monthly menu was reviewed, and it appears that in additional weeks, not all the vegetable subgroups were offered.

Corrective Action:

The principal laminated the vegetable subgroup chart to have as a resource for menu planning for all cafeteria staff. The chart will also assist in providing menu substitutions, if needed, in the correct vegetable subgroup. Once the planned menu is completed, the cafeteria manager will check each week using the vegetable subgroup chart to ensure each vegetable subgroup is menued. The cafe manager will highlight the subgroups to ensure that all subgroups are represented then will show the principal the planned menu before publishing to the public. Additional response is not required.

Technical Assistance:

During the remote review (due to COVID-19), the reviewer worked with the cafeteria manager to show ways to check if all the components are menued and provided different vegetable subgroup charts to use for menu planning.