

SNP Administrative Review Findings

Lutheran School Assn of Evansville (K282)

Program Year 2017

Lutheran School Assn of Evansville (K282)
111 E. Virginia St.
Evansville, IN 47711-5431

Food Service Contact
Ms. Kathleen Pettijohn
Head cook
(812) 424-7252

Executive Contact
Mr. Tony Shull
Principal
(812) 424-7252

No. of Sites / Reviewed: 1 / 1

Certification and Benefit Issuance - Lutheran School Assn of Evansville (K282)

126. Certification Benefits/Issuance Review Method, applications correctly approved?

Based on the selected students, eligibility determination errors were found, as listed on the SFA-1. Five students were given benefits with no documentation on file. Each year after July 1st, a new application must be submitted and/or qualified for Direct Certification benefits. This results in claiming error for the months of September 2016 - March 2017.

Corrective Action:

At the time of the review, letters were sent home of adverse action to the families of the students.

Additional Corrective Action: Please provide transaction history of the students indicating the change of benefits and how this will be corrected in the future.

137. Eligibility determination correctly transferred to POS Benefits Issuance document?

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the electronic benefit issuance system. Six students was not transferred correctly. This results in error for the months of September 2016 - March 2017.

Corrective Action:

At the time of the review, letters were sent home of adverse action to the families of the students.

Additional Corrective Action: Please provide transaction history of the students indicating the change of benefits and how this will be corrected going forward with transferring the approvals of benefits.

Verification - Lutheran School Assn of Evansville (K282)

214. Student eligibility change due to verification – update Benefits Issuance list?

When a student's eligibility status changed due to verification, benefits were not increased within 3 calendar days or decreased within 10 calendar days from the final verification decision.

Corrective Action:

The SFA corrected this before the review started and provided transaction history to the State Agency for documentation. The SFA also had the benefit issuance program added on the Determining and Verification Official's computer to help eliminate missing changing the dates timely. No Further Action required.

General Program Compliance - Lutheran School Assn of Evansville (K282)

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

SFA has not formed a wellness committee for the Local School Wellness Policy. Also, the Local School Wellness Policy has not been assessed since the implementation of the policy.

Corrective Action:

Additional Corrective Action: Please provide a timeline of when the assessment of the Local School Wellness Policy will occur

Program Year 2017

and when the wellness committee will be put in place.

Technical Assistance:

A school wellness committee is essentially an advisory group concerned with the health and wellbeing of students and staff. A committee can be formed at the district or school building level. This group typically has 6-12 members and includes school staff, students, family members, and community members.

https://www.healthiergeneration.org/_asset/wwj4dq/09-875_SWCToolkit.pdf

1501. Records retained for 3 years?

The SFA is not retaining the appropriate records regarding program management for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits. This includes Free and Reduced applications, Direct Certification records and monthly edit checks for claims.

Corrective Action:

The SFA has kept all records for 2016-17 program year under new supervision of the Business Administrator. No Further Action required.

Technical Assistance:

Reviewer provided the Business Administrator with the record retention form.

St. Paul Building (D625)
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Other Federal Programs - St. Paul Building (D625)

4. Validate snack counts – snacks properly counted and claimed? Enter data.

The March claim included days outside of March for reimbursement. Claims were reviewed for the entire program year of 2017 that also indicated claiming days outside of the claim month.

Corrective Action:

Additional Corrective Action: The SFA will need to update all monthly claims for program year 2017 by May 31, 2017 to reflect the correct days of claiming. March claim information is provided below as an example:

March Claim

Claimed Snacks 766

Actual Snacks 698

Overclaim Snacks +68

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Afterschool Snack Program was not monitored within the first 4 weeks of operation and has not been monitored during the course of the school year.

Corrective Action:

Additional Corrective Action: The SFA should monitor the After School Snack program by the last day of school using the monitoring forms provided during the Administrative Review. Please explain how the site will meet the monitoring requirements in program year 2018.

Technical Assistance:

Reviewer provided the Afterschool Snack website and overview of monitoring requirements to the Head Cook during the review. The monitor should be someone outside the daily operation of the After School Snack Program, but should

understand the program requirements. <http://www.doe.in.gov/nutrition/after-school-snack-program>

11. *DOR and Review Period Snacks missing components. Enter data*

The total number of snacks missing meal components claimed for reimbursement for the Review Period are disallowed. 110 Snacks have been disallowed:

- One component was served on 2 different days
- Insufficient amount of one component was served on 2 days

Corrective Action:

Additional Corrective Action: The State Agency will apply the amended changes to the revised March Claim to reflect disallowance.

March Claim

Revised Claimed Snacks 698

Revised Actual Snacks 588

Disallowed snacks -110

Please provide updated After School Snack menus and production records for one month.

Technical Assistance:

Reviewer provided technical assistance to the Head Cook on the meal pattern for After School Snack Program.

<http://www.doe.in.gov/nutrition/after-school-snack-program>

Meal Counting & Claiming - St. Paul Building (D625)

325. *Review Period meal counts by category correctly used in the claim? Enter data.*

The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed. The March claim included days outside of March for reimbursement. Claims were reviewed for the entire program year of 2017 that also indicated claiming days outside of the claim month.

Corrective Action:

Additional Corrective Action: The SFA will need to update all monthly claims for program year 2017 by May 31, 2017 to reflect the correct days of claiming. March claim information is provided below as an example:

March Claim

Claimed Lunch 990

Actual Lunch 886

Overclaim Lunch +104

Claimed Breakfast 316

Actual Breakfast 289

Overclaim Breakfast +42

Meal Components & Quantities - St. Paul Building (D625)

402. *DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data*

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review:

- .75oz of grain (French Toast Sticks) was served instead of required 1oz grain component

Corrective Action:

The daily minimum for the grain component is 1 oz. The SFA has updated the serving size of French Toast Sticks to meet the required 1oz serving size. No meals were disallowed on the Day of Review. No Further Action is Required.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period March 13 - 17, 2017, 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. Meals missing required meal components during the week reviewed:

- One day of service no Meat/Meat Alternate was served (Egg Roll Entrée meal)- 79 Lunch Meals have been disallowed

Corrective Action:

Additional Corrective Action: The State Agency will apply the amended changes to the revised March Claim to reflect disallowance.

March Claim

Revised Claimed Lunch 886

Revised Actual Lunch 807

Disallowed Lunch -79

Please provide updated After School Snack menus and production records for 1 month.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

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.

- Insufficient Grain for 1 day in both Breakfast and Lunch
- Insufficient weekly serving of legumes (vegetable subgroup) 1/4 cup served instead of 1/2 cup for the week
- Not using 100% whole grain products at Breakfast and Lunch-No Whole Waiver filed

Corrective Action:

Additional Corrective Action: The Head Cook (menu planner) will need to attend trainings in meal pattern, menu planning, culinary skills that are offered by the IDOE and/or ICN. Please explain how changes have been met to be in compliance with the meal patterns for breakfast and lunch.