

SNP Administrative Review Findings

St Vincent De Paul School (K150)

Program Year 2019

St Vincent De Paul School (K150)

923 18th Street
Bedford, IN 47421-4200

Food Service Contact

Ms. Pam Brewster
Food Service Director
(812) 279-2540

Executive Contact

Mrs. Teresa Underwood
Principal
(812) 279-2540

No. of Sites / Reviewed: 1 / 1
Month of Review: January 2019

Commendations

- * The SFA is to be commended for accurately approving all free and reduced meal applications.
- * The foodservice director attends trainings, reaches out to the State Agency regularly, and is open to suggestions in the efforts to improve the school nutrition programs locally. The school nutrition program has improved in many ways since the last Administrative Review was conducted.

Certification and Benefit Issuance - St Vincent De Paul School (K150)

133. Direct Certifications correctly certified?

Finding 9024: Some students directly certified for free meals were not certified correctly.

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for free meals, however, received lesser benefits.

Corrective Action:

At the time of the review, the food service director contacted the household and extended the greater benefit. No further action required.

138. Updating Benefits Issuance documents accurately, timely?

Finding 9000: Eligibility Effective Dates

The effective date of the eligibility for free and reduced meals are backdated to the date of the application submission instead of the date of approval without an approved eligibility effective date waiver on file with the State Agency.

Corrective Action:

During the onsite review, the food service director applied for the effective date waiver. The waiver was approved by the State Agency February 27, 2019. The food service director will ensure that the point of sale software is setup to issue benefits from the submission date during rollover procedures each year. No further action required.

Verification - St Vincent De Paul School (K150)

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

Finding 9000: Result Notification Letter

After documentation supplied by the households was verified a notification letter of results was not sent explaining benefits will remain the same.

Corrective Action:

At the time of the review, the food service director sent the results letter to the household from verification. This letter will be generated from the free and reduced software once all applications are verified going forward. No further action required.

Meal Counting & Claiming - St Vincent De Paul School (K150)

314. SFA following approved SFA-SA agreement?

Finding 9000: Technical Assistance- CNPweb Sponsor Application

SNP Administrative Review Findings**St Vincent De Paul School (K150)****Program Year 2019****Technical Assistance:**

The Direct Certification and Free and Reduced contacts were updated on the CNPweb sponsor application. As a reminder the approval and hearing officials should be updated as well.

Resource Management Comprehensive Review - St Vincent De Paul School (K150)**766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio****Finding 9000: Assessment of Nonprogram Revenue**

The SFA did not properly assess its compliance with the revenue from non-program food requirements in 7 CFR 210.14(f). Program and nonprogram food costs were completed using a percentage instead of an actual dollar amount.

Corrective Action:

The nonprogram foods data will need to be reassessed using a five-day reference period that is outlined in FNS Policy Memo SP 20-2016. Please submit a copy of the Non-Program Revenue tool and documentation to support the figures reported.

Technical Assistance:

Onsite technical assistance was provided on how to distinguish program and nonprogram costs.

General Program Compliance - St Vincent De Paul School (K150)**810. Non-discrimination on appropriate Program materials?****Finding 9000: Non-Discrimination Statement *Repeat Finding**

The nondiscrimination statement was not included on the following program material:
School website

Corrective Action:

Please update the school website to include full non-discrimination statement. Please provide the web address once the school website has been updated.

Technical Assistance:

It is recommended to have a tab for the cafeteria/food services and include the statement on this section.

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?**Finding 9000: Local School Wellness Policy *Repeat Finding**

The Local School Wellness Policy does not contain specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.

Corrective Action:

The Local School Wellness policy and all aspects of the policy must be met. The Local School Wellness policy needs to be revised to meet the Final Rule Summary. Please include an updated copy of the Local School Wellness Policy.

Technical Assistance:

The Local School Wellness Policy has not been assessed since the implementation. This policy should be assessed by the end of program year 2020. Once the assessment has been completed, it should be made available to the public. How the assessment is made available is at local discretion.

1501. Records retained for 3 years?**Finding 9000: Bad Debt Write-off**

The SFA wrote off bad debt from unpaid student meal accounts during the RM review period and has not restored the operating losses to the non-profit foodservice account.

Corrective Action:

The SFA must ensure that operating losses as a result of unencumbered bad debt from unpaid student accounts are restored to the non-profit foodservice account only using allowable non-Federal revenues. The corrective action required by the school food authority is to explain what funds will be used to restore the losses and provide documentation that losses have been restored to the non-profit foodservice account in the amount of \$783.40.

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Technical Assistance:

Bad debt requirements were discussed with the food service director and principal.

1501. *Records retained for 3 years?*

Finding 9000: Charging Procedures and Bad Debt Policy

The current charging procedures and bad debt policy does not include all required elements.

Written Policy Must Designate:

- If charging of any meals is allowed
- Specific limit placed on maximum charges
- Consequences for non-payment
- Whether an alternate meal will be served
- How account balances will be communicated with households
- Collection Procedures

Corrective Action:

The SFA must revise the charging procedures and bad debt policy to include all required elements. As a reminder, this will need to be communicated in writing to all households once revised. Please submit the updated meal charging procedures and bad debt policy.

Technical Assistance:

Charging procedure and bad debt policy templates were provided to the food service director.

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Program Year 2019

St. Vincent de Paul School (C160)

923 18th Street
Bedford, IN 47421-4200

Food Service Contact

Ms. Pam Brewster
Food Service Director
(812) 279-2540

Month of Review: January 2019

Date of Onsite Review: February 27, 2019

Meal Components & Quantities - St. Vincent de Paul School (C160)

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

Finding 9000: Production Records

Food Production Records does not contain all required elements including but not limited to:

- Missing serving size and/or crediting breakdown into meal pattern
- Missing number of reimbursable and adult meals
- Missing student, ala carte, and adult servings
- Missing amount prepared in total units (lbs., cans, etc.)

Corrective Action:

The SFA will need update the production record to meet all requirements or begin using the Indiana Department of Education prototype. Please submit one week of completed production records.

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

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 resulting in 71 meals being disallowed for lunch.

Insufficient M/MA- daily (baked potato) and weekly requirements
Insufficient Veggie- corn cobette daily (Friday) requirement
Insufficient grain- daily (saltines with chili) and weekly requirements

Corrective Action:

The Food Service Director will use a meal planning worksheet to assist with planning menus to meet the guidelines set forth by USDA. It will be required that the Food Service Director attend the week training offered during the summer for New Directors. Please describe how the meal pattern will be met.

Technical Assistance:

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

General Program Compliance - St. Vincent de Paul School (C160)

1409. Storage violations observed, on-site, off-site?

Finding 9150: Storage violations were observed.

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. All food is not stored at least 6 inches off the floor.

Corrective Action:

During the onsite review, the FSD rearranged the storage area to make more space for the boxes on the floor into the shelving. No further action required.