

SNP Administrative Review Findings

Tippecanoe School Corporation (7865)

Program Year 2019

Tippecanoe School Corporation (7865)

21 Elston Road
Lafayette, IN 47909-7000

Food Service Contact

Ms. Lori Shofroth Cords
Director of Nutrition
(765) 269-8434

Executive Contact

Dr. Scott Hanback
Superintendent
(765) 474-2481

No. of Sites / Reviewed: 19 / 3
Month of Review: February 2019W

Commendations

- * Serving lines were sleek, modern, and offered a nice variety of each meal component.
- * Review materials were organized and readily available.
- * Staff were friendly and eager to learn.

Certification and Benefit Issuance - Tippecanoe School Corporation (7865)

128. Correct conversion factors used for applications with more than one income frequency?

Finding 9000: Other Finding

Technical Assistance:

On the back of approved income applications, all income appears to be converted to annual, even when it is not required. Please check into online application processing system to see if the eligibility determination is made based on correct conversions and if conversions are only used in the eligibility determination when more than one income frequency is noted.

133. Direct Certifications correctly certified?

Finding 9000: Other Finding

- One student was directly certified for free meal benefits but was given reduced benefits without documentation to show the student was ever reduced. The reason for the error could not be determined.
- Two students were incorrectly classified as homeless. The eligibility was incorrectly extended.

Corrective Action:

- The student was given the correct benefit the day of review.
 - The students incorrectly certified were provided with a notice of adverse action the day of review.
- Additional response is not required.

Technical Assistance:

Eligibility documentation requirements were discussed with the food service director the day of review.

135. Direct Certification lists retained on file by the SFA?

Finding 9000: Other Finding

Some direct certification documentation was not kept on file (i.e., DC lookups).

Corrective Action:

Direct certification lists pulled from the state application center and lookups will be either printed or saved electronically going forward. Additional response is not required.

Technical Assistance:

DC documentation requirements were discussed with the food service director the day of review.

Resource Management Comprehensive Review - Tippecanoe School Corporation (7865)

770. Correct Rate/Base Calculation

SNP Administrative Review Findings**Tippecanoe School Corporation (7865)****Program Year 2019****Finding 9000: Other Finding**

The SFA initially included the cost of food in the direct cost base. This resulted in an overpayment of 49,405.37.

Corrective Action:

The overcharge was paid back to the foodservice account and documented in November 2018. The corrected base is \$2,677,856.14. Going forward the following formula will be used to calculate indirect costs: Total foodservice expenses - food and equipment = direct cost base. Additional response is not required.

Technical Assistance:

The SFA was provided technical assistance regarding indirect costs well before the review to ensure the overpayment was corrected.

General Program Compliance - Tippecanoe School Corporation (7865)

1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?

Finding 9000: Other Finding**Technical Assistance:**

The SFA is reminded of the requirement to notify households of the availability of free meals for children in the summer through the Summer Food Service Program. The requirement stands even if the SFA does not operate the SFSP themselves.

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Tippecanoe School Corporation (7865)

Program Year 2019

Harrison High School (8029)

21 Elston Road
Lafayette, IN 47909-7000

Food Service Contact

Ms. Dorothy Morris
Cafeteria Manager
(765) 463-0853

Month of Review: February 2019

Date of Onsite Review: March 13, 2019

General Program Compliance - Harrison High School (8029)

901. *On-site monitoring review completed prior to February 1?*

Finding 9000: Other Finding

On-site monitoring review forms were complete, but were not signed by the SFA monitor or kitchen staff.

Corrective Action:

Food Service Director and staff understand that complete on-site monitoring review forms must be signed by the monitor and kitchen staff. This will be done on all further on-site reviews, no further action required.

1104. *Foods sold to students – complete chart of locations, responsible entity.*

Finding 9000: Other Finding

A non-compliant vending machine was accessible to students during school hours. The programmed start time was incorrect.

Corrective Action:

The principal has contacted the vending company to adjust the availability of the vending machine. Additional response is not required.

Technical Assistance:

Smart snacks requirements were discussed with the food service director the day of review.

1406. *Most recent Food safety inspection posted, visible to public?*

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

The manager posted the most current inspection the day of review and will keep the most current inspection posted going forward. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

The requirement to post the most current health inspection was explained the day of review.

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Tippecanoe School Corporation (7865)

Program Year 2019

Wea Ridge Middle School (8049)

21 Elston Road
Lafayette, IN 47909-7000

Food Service Contact

Ms. Nichole Johnson
Cafeteria Manager
(765) 471-2164

Month of Review: February 2019

Date of Onsite Review: March 13, 2019

General Program Compliance - Wea Ridge Middle School (8049)

901. On-site monitoring review completed prior to February 1?

Finding 9000: Other Finding

On-site monitoring review forms were complete, but were not signed by the SFA monitor or kitchen staff.

Corrective Action:

Food Service Director and staff understand that complete on-site monitoring review forms must be signed by the monitor and kitchen staff. This will be done on all further on-site reviews, no further action required.

SNP Administrative Review Findings

Tippecanoe School Corporation (7865)

Program Year 2019

Wyondotte Elementary (8006)

21 Elston Road
Lafayette, IN 47909-7000

Food Service Contact

Ms. Jodie Lacey
Cafeteria Manager
(765) 772-7000

Month of Review: February 2019

Date of Onsite Review: March 14, 2019

General Program Compliance - Wyondotte Elementary (8006)

901. *On-site monitoring review completed prior to February 1?*

Finding 9000: Other Finding

On-site monitoring review forms were complete, but were not signed by the SFA monitor or kitchen staff.

Corrective Action:

Food Service Director and staff understand that complete on-site monitoring review forms must be signed by the monitor and kitchen staff. This will be done on all further on-site reviews, no further action required.

Technical Assistance:

Reminder to complete readily available general areas of the review.