

SNP Administrative Review Findings

Tippecanoe Valley School Corp (4445)

Program Year 2022

Tippecanoe Valley School Corp (4445)

8343 South SR 19
Akron, IN 46910-9303

Food Service Contact

Mrs. Nikki Rutherford
Food Service Manager
(574) 598-2590
rutherfordn@tvsc.k12.in.us

Executive Contact

Mr. Blaine Conley
Superintendent
(574) 598-2759
conleyb@tvsc.k12.in.us

No. of Sites / Reviewed: 4 / 1
Month of Review: March 2022

Commendations

- * The cafeteria, kitchen, storeroom, freezer and cooler were well organized and kept clean. Staff cleaned down tables and serving line in between each grade group.
- * Breakfast and lunch had a variety of food for students to choose a reimbursable meal.
- * Staff worked together to prepare the meal and followed the recipes for preparing the food and serving the correct portions.
- * Staff kept food items covered during meal service as needed and properly stored the items between meal services. Each line was replenished as needed during breaks in the line.

Resource Management Comprehensive Review - Tippecanoe Valley School Corp (4445)

752. Limitation on Net Cash Resources

Finding 9115: SFA noncompliant with net cash resources requirements.

Based on the SFA's year-end Statement of Revenue and Expenses for the most recently completed fiscal year, an average monthly expense amount was calculated. The SFA did not limit its nonprofit school food service balance to a level at or below three months' average expenses.

Corrective Action:

The Superintendent reviewed the upcoming expenses for the beef being raised by the FFA and it will meet the requirements of their spend down plan. No further action required.

757. Allowable Costs Test

Finding 9118: Sample of expenses charged to nonprofit school foodservice account not reasonable and necessary.

The State agency reviewed a sample representing 10% of expenses for the most recently completed fiscal year, using the SFA's detailed general ledger. The following recorded expenses did not represent an activity or function recognized as reasonable and necessary for the operations of the school food service programs: Local organizations in the school were having food service order supplies for their fund raisers and activities. The food service staff used it as a pass-through account.

Corrective Action:

Treasurers are to complete Financial Management training offered by the Institute of Child Nutrition located on their website at <https://theicn.org/>. Sponsor agrees to have this training completed by June 15, 2022; no further action is required.

Technical Assistance:

The reviewer discussed the importance of each local treasurer receiving the food service financial training to better understand their role in keeping and tracking allowable expenditures.

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

Finding 9000: Non-Program Revenue tool not completed

The Non-Program Revenue tool was not completed upon on site review.

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Corrective Action:

The tool has been completed and meets the requirements. No further action required.

General Program Compliance - Tippecanoe Valley School Corp (4445)

810. The USDA non-discrimination statement is on appropriate Program materials

Finding 9000: Nondiscrimination statement is not full statement on website

The correct long version of the nondiscrimination statement was not visible on the school website.

Corrective Action:

The web page is to be updated with the full long version of the non-discrimination statement.

1217. SFA's process and frequency for tracking training hours is sufficient

Finding 9000: Technical Assistance: Job specific training

The reviewer discussed with two treasurers that whoever processes applications will need to complete DC training, free and reduced application processing training and verification training annually. They will need to have documentation that the courses are complete. All staff members preparing the Annual Financial report need to be instructed on how to fill out the form or read through IDOE guidance.

SNP Administrative Review Findings

Tippecanoe Valley School Corp (4445)

Program Year 2022

Akron School (2139)

8343 South SR 19
Akron, IN 46910-9303

Food Service Contact

Mrs. Julie Kruger
Head Cook
(574) 598-2367

Month of Review: March 2022

Date of Onsite Review: April 20, 2022

Other Federal Programs - Akron School (2139)

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

Finding 9221: Snacks are not being properly counted and claimed.

The snack counts claimed for reimbursement for the review period and day of review could not be validated. Snacks claimed for review period were 1,001 less than actual meal counts documented.

Corrective Action:

The school treasurer is updating claim after it is paid to correct meal count. No further action required.

Technical Assistance:

The reviewer recommended that the manager write down the total count so that treasurer can cross check numbers for accuracy.

Meal Counting & Claiming - Akron School (2139)

318. *Day of Review- each meal service line provides an accurate count by eligibility category at the point of service*

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. The meals for the special needs students were picked up by a teacher's aide before students had arrived.

Corrective Action:

A new procedure is to be implemented on how meals will be picked up after confirmation that the students have arrived. Principal agreed to have a staff member come down at 8:20 after all students have arrived to pick up their breakfasts. If this procedure is implemented as discussed with reviewer, the problem will be resolved thus no further action required.

Technical Assistance:

The reviewer discussed with manager and principal that serving a breakfast before the student arrives is not allowed. Today one student did not come to school and the staff member had already picked up his breakfast and cut it up. Another student came in and ate the breakfast thus meal counts were not required to be adjusted.

General Program Compliance - Akron School (2139)

1404. *A copy of the written food safety plan is site-specific and available on-site*

Finding 9000: Technical Assistance: Incomplete Food Safety Plan

The food safety plan was not complete at the site.

Corrective Action:

The reviewer and manager completed the Food Safety Plan during the review process. No further action is required.

Technical Assistance:

The reviewer worked with the manager to complete the Food Safety Plan for their school. The list of process food items was missing.