

SNP Administrative Review Findings

Triton School Corp (5495)

Program Year 2019

Triton School Corp (5495)

100 Triton Drive
Bourbon, IN 46504-1801

Food Service Contact

Mrs. Mindy Klotz
Corporation Secretary
(574) 342-2255

Executive Contact

Mr. Jeremy K Riffle
Superintendent
(574) 342-2255

No. of Sites / Reviewed: 2 / 1
Month of Review: March 2019

Commendations

- * On the day of review, cashiers at lunch were great about stopping students with less than the required 1/2 cup of fruit or vegetable and asking each to select more to complete their reimbursable meal.

Certification and Benefit Issuance - Triton School Corp (5495)

134. *Direct Certification matches performed according to required timeframes?*

Finding 9000: Technical Assistance

Technical Assistance:

Although the corporation is meeting the requirements for running the Direct Certification report a minimum of 3 times each school year, it is best practice to spread those times out throughout the year or run the report once each month to ensure all students are receiving the correct benefit and are classified correctly in the POS system. Furthermore, running the report each month will ensure you are capturing any new student that should be receiving benefits.

Verification - Triton School Corp (5495)

211. *Verification notification letter?*

Finding 9000: Technical Assistance

Technical Assistance:

The SFA should retain a copy of all correspondence with households for all stages of verification. This is to ensure proper documents are sent to households by all deadlines and proper times are given to families that are receiving a greater or lesser benefit due to verification results.

211. *Verification notification letter?*

Finding 9000: Technical Assistance

Technical Assistance:

When requesting pay stubs from household to verify income, the SFA should attempt to collect one month of stubs to ensure they are calculating household income as accurately as possible.

Meal Counting & Claiming - Triton School Corp (5495)

313. *On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?*

Finding 9000: Meal Charge Policy

The current meal charge policy is not being followed at the POS. Also, there are no procedures for collecting unpaid debt.

Corrective Action:

The SFA will update their meal charge policy to align with their current practices and will also include procedures for collecting unpaid meal debt. They will submit their updated policy as corrective action.



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Technical Assistance:

Guidance can be found at this website: <https://www.doe.in.gov/nutrition/snp-pricing-guidance>

SNP Administrative Review Findings**Triton School Corp (5495)****Program Year 2019****Triton Jr.-Sr. High School (5923)**100 Triton Drive
Bourbon, IN 46504-1801**Food Service Contact**Mrs. Jami McIntyre
Cafeteria Coordinator
(574) 342-6065

Month of Review: March 2019

Date of Onsite Review: April 29, 2019

Meal Components & Quantities - Triton Jr.-Sr. High School (5923)

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

Finding 9000: Production records

Production record used does not contain the following required information:

Student meal count- The number of student meals served must be included on production record to show the number of meals claimed in relation to the food prepared and served

Milk being tracked by individual variety- Milk must be tracked by each variety to ensure that two varieties are offered to students daily during the entire meal service.

Serving sizes- On the production record, the actual number of servings should be recorded instead of the number of cans or pounds of product used.

Corrective Action:

SFA will begin using the IDOE production record template and adjust their tracking practices to reflect the necessary changes, as stated in the finding. They will submit 5 days of breakfast and lunch production records as corrective action.

General Program Compliance - Triton Jr.-Sr. High School (5923)

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. Canned goods were observed with dents and The First In, First Out (FIFO) inventory management method is not being used.

Corrective Action:

The SFA has disposed of expired product and dented can from dry storage area. Technical assistance was provided on FIFO and dented product usage. SFA understands all storage requirements. No further action required.