

SNP Administrative Review Findings

Union County/College Corner Joint School District (7950)

Program Year 2024

Union County/College Corner Joint School District (7950)
107 Layman Street
Liberty, IN 47353-1203

Food Service Contact
Ms. Jennifer Dunning
Food Service Director
(765) 458-7438
jenny.dunning@uc.k12.in.us

Executive Contact
Mr. John Edge
Superintendent
(765) 458-7471
john.edge@uc.k12.in.us

No. of Sites / Reviewed: 4 / 1
Month of Review: October 2023

Commendations

* Administrative review documents were well organized. Staff were friendly and eager to learn and correct findings immediately.

Certification and Benefit Issuance - Union County/College Corner Joint School District (7950)

123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Finding 9899: Benefit status for children who have not submitted an application for the current school year

Children who did not have any certification documentation on file at the beginning of the school year, and do not qualify for carryover of previous year's eligibility, are being provided free or reduced-price benefits without current year eligibility information. The SFA denied some applications incorrectly. Overall, the SFA is not ensuring that the meal benefits of the entire district are being accurately issued.

Corrective Action:

Upload in the CNPweb 2024 Administrative Review Tool under the menu E-Reviews copies of the notification letters sent to the households with students in free, reduced or paid error. Next submit a detailed standard operating procedure (SOP) outlining who will be in charge of each free/reduced task to ensure that the students within your district receive the correct benefit. Include at minimum the tasks in the SOP, 30-day carryover procedure, review of applications, uploads of direct certification lists, free/reduced intake of new student, double checking accuracy of free, reduced, and paid, and paid status between CNPweb direct certification, Mosaic, and PowerSchool, etc. Lastly, any person who works with the free and reduced must complete the Free and Reduced training and the Direct Certification training in Moodle at <https://moodle.doe.in.gov/login/index.php>. Upload the copies of the training certificate received by each person for the completion of the courses.

Technical Assistance:

A technical assistance was conducted regarding this specific finding.

Verification - Union County/College Corner Joint School District (7950)

207. SFA completed verification and verified applications on file match FNS-742. Reviewer: Enter VSR for SBOA on Finding

Finding 9000: Verifying All Household Incomes

Documentation of all individual incomes, as recorded on meal applications, were not obtained and verified for two of the five applications selected for verification during school year 2022-23.

Corrective Action:

A technical assistance was conducted on this finding in regard to all incomes needing to be verified that are listed on the free and reduced applications. By the time the exit meeting occurred for the administrative review, the school year 2023-24 verification was completed, and all household incomes were verified. The food service director has confirmed this will be a part of future processes. **No further action is required.**

Technical Assistance:

A technical assistance was completed at the time the error was noted.

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211. SFA's verification notification letter included all required information

Finding 9000: Results Notification Letters

The individual verification notification result letters were not copied and kept on file. Therefore, a complete verification validation was not able to be conducted.

Corrective Action:

Prior to emailing or mailing the individual verification notification result letters, copies should be made and filed with the verification documents. By the time the exit meeting occurred for the administrative review the school year 2023-24 verification was completed, and copies of the individual verification notification result letters were available. The food service director understands that this will be a part of the verification process going forward. **No further action is required.**

Technical Assistance:

A technical assistance was completed when this error was noted.

Resource Management Comprehensive Review - Union County/College Corner Joint School District (7950)

765. Adult Meals

Technical Assistance on Determining Adult Meal Prices

Determining Meal Prices for Adults

Currently the SFA adult prices are adequate, but prices for adult meals have been determined by asking other schools around the area what they are charging. Below is the procedure for calculating adult meal prices. A hard copy of the below written procedures was given to the FSD and the superintendent.

Breakfast and lunch served to adults must be priced so that the adult payment is sufficient to cover the overall cost of the meal, including the value of any USDA entitlement and bonus donated foods used to prepare the meal. Since the nonprofit food service account cannot pay or subsidize adult meals, schools must appropriately set adult meal prices.

Adult meal prices and student meal prices should not be the same price. Depending on if the building charges students for meals (pricing program) or does not charge students for meals (non-pricing program) will determine how the school will set the necessary adult meal prices.

Important! Adult meals must be the equivalent portion to the student meal. Larger portions or double entrees served to adults must be charged as a la carte.

Pricing for NSLP/SBP

To calculate adult meal prices for NSLP, take the sum of the student paid price, plus the paid reimbursement, plus .08 cents, plus the value of USDA Foods. SFAs must include an additional .02 reimbursement in the adult pricing formula if they receive the severe-needs lunch rate. The adult lunch price must be equal to or higher than the total.

General Program Compliance - Union County/College Corner Joint School District (7950)

1216. School Nutrition Programs staff met/will meet annual training requirements

Finding 9000: Topics Selected for Annual Professional Standard Hours

It was noted on the USDA Tracker for Professional Development that training topics such as homelessness and human

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trafficking, child abuse, etc. have been selected as part of the annual training hours. While important subjects, these topics do not meet the job specific goal requirements for child nutrition programs.

Corrective Action:

The goal of this requirement is to make the food service employee more knowledgeable about key aspects of the School Nutrition Programs and the duties of their position. Therefore, topics selected must be directly related to achieving this goal. For your corrective action, list the training topics and their time amounts that will replace those topics that do not fulfill the goal requirement. Upload that information in the CNPweb Administrative Review Tool under the menu E-Reviews.

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Technical Assistance School Breakfast Program Outreach

For the SBP outreach, the menu is posted on the website and printed in the monthly newsletter, and parents are informed at the time of enrollment. Studies show that eating breakfast is vital to helping students learn and be successful. In October, out of the 1,323-district enrollment on average only 291 students ate breakfast each day. The availability of breakfast and the importance of eating a healthy breakfast should be advertised in every way possible. The first week of March is National Breakfast Week; consider this a time to promote the importance of eating breakfast.

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Liberty Elementary School (8209)
107 Layman Street
Liberty, IN 47353-1203

Food Service Contact
Mrs. Kolby Patterson
Cafeteria Manager
(765) 458-5521

Month of Review: October 2023
Date of Onsite Review: November 29, 2023

Other Federal Programs - Liberty Elementary School (8209)

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

Finding 9000: Preschoolers Snacks

Preschoolers are served snack 30 minutes before the school day ends. The ASSP is a reimbursement program for snacks served after the school day ends, therefore, the 239 snacks served to the preschoolers will be disallowed. August and September 2023 preschooler snacks will also be disallowed. Also, the preschoolers snack schedule is not listed in the CNPweb.

Corrective Action:

Confirm the understanding that the After School Snack Program will be served after school has ended for the day. Complete the ASSP Moodle training at <https://moodle.doe.in.gov/login/index.php> . Upload the ASSP training completion certificate into the CNPweb Administrative Review Tool under the menu E-Reviews.

Technical Assistance:

A technical assistance was conducted regarding this finding during the onsite and exit meeting.

Meal Components & Quantities - Liberty Elementary School (8209)

400. *Day of Review- all required meal components were available to all students during the entire meal service*

Finding 9000: Insufficient Fruit for Breakfast during the Day of Review and Menu Certification Week

On the day of the on-site breakfast review, but prior to the start of breakfast meal service, only 1/2 cup of juice was planned even though a full cup is required to meet the meal pattern requirements. Prior to the students being served, 1/2 cup peaches were added. Therefore, no meals were disallowed. For the breakfast menu certification week, this also occurred as an error.

Corrective Action:

Grades K-12 must be offered one cup of fruit daily and five cups of fruit weekly. Vegetables may be substituted for fruit. Juice may be served, but no more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength. **For corrective action, upload one month of planned breakfast menus in the CNPweb Administrative Review Tool under the menu E-Reviews. On the menu, beside each food item enter the planned serving size.**

Technical Assistance:

A thorough technical assistance was conducted. Copies of both the breakfast and lunch meal pattern requirements were given to the kitchen manager for her reference.

402. *Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

Finding 9000: Portion Sizes for Adult Meals

During the lunch review, the field specialist observed the portion sizes for adult meals were larger than the student portions. As a reminder USDA Child Nutrition Programs should not be subsidizing any adult meals. The adults may buy extras, but their portion sizes for their lunch or breakfast must be the same as the students.

Corrective Action:

During the onsite review, it was determined that other schools within the SFA are serving adults using the same portions as

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students. Liberty Elementary School was the only school within the district that was serving the adults larger portions, and this was corrected immediately. **No further action is required.**

Technical Assistance:

Onsite technical assistance occurred about this finding.

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served**Technical Assistance on Reducing Waste for Breakfast**

While there is not a daily or weekly maximum for grains, it was noted on the day of review that the number of grains offered for grades K-5 are excessive, adding to increased calorie intake, potential food waste, and expense. For instance, on the day of the breakfast review, five grain ounces were served. It was observed that many food items were discarded. The reviewer suggested to FSD to serve half of the bagel and half omelet or only serve one the food items. For the breakfast menu certification week, a total of 12 grains were served for the week. If this many extra grains are going to be continually served, changing to offer vs. serve would be highly recommended so that students may decline items that they know they will not eat.

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students**Finding 9000: Incomplete Daily Production Records**

Alternative breakfast kits are sometimes served but not listed on the breakfast daily production record and all columns are not completed on the lunch daily production records.

Corrective Action:

The daily food production records are the documented proof of what was prepared and served; they are necessary to support the claim for reimbursable meals and to identify specific items served. It is very important to keep accurate food production records to reference in forecast planning. During an administrative review, this important document helps validate requirements are being followed. **Upload one month of completed breakfast production records in the CNPweb Administrative Review Tool under the menu E-Reviews. Lastly the FSD and the kitchen manager are to complete the Moodle production record training at <https://moodle.doe.in.gov/login/index.php>. Also upload the copies of the training certificates received for each person completing the course.**

Technical Assistance:

An onsite technical assistance was conducted on this requirement.