

SNP Administrative Review Findings

Union-North United School Corp (7215)

Program Year 2023

Union-North United School Corp (7215)

22601 Tyler Road
Lakeville, IN 46536-9733

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 2 / 1
Month of Review: March 2023

Commendations

- * Sponsor was very organized and prepared for review. Also, they were able to submit all off-site responses to questions months in advance.

Technical Assistance

- * Food service workers should be mindful when students return their tray to the serving line for whatever reason. Practice good food safety standards and be sure to wash hands and change gloves after touching items returned.

Certification and Benefit Issuance - Union-North United School Corp (7215)

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

Finding 9000: Income frequency

When only one income frequency was reported on income application, income was converted to yearly before processing. If only one frequency is reported, the income application should be processed at the frequency reported (weekly, every 2 weeks, twice per month, or monthly).

Corrective Action:

The SFA will complete income application processing training in Moodle and submit their training certificate as corrective action.

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

Technical Assistance

The SFA is reminded when adding or changing information on an income application, they should document who was spoken to within the household, what information needed changed or added, the date, and the SFA's initials.

Verification - Union-North United School Corp (7215)

209. *Verified applications were properly selected, correctly replaced (if necessary), and correctly verified*

Finding 9042: Selected applications not verified correctly.

Based on the verified applications selected for review, the post verification determination was incorrect for one or more applications. SFA used net income to determine household income rather than using gross income.

Corrective Action:

All household affected will be sent notification and given 10 days before benefits are decreased. The SFA will complete income application training on Moodle and submit their training certificate as corrective action.

General Program Compliance - Union-North United School Corp (7215)

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

Finding 9000: Non-Discrimination Statement

The incorrect non-discrimination statement was posted on the school's website.

Corrective Action:

The SFA will update their webpage with the most current version of the non-discrimination statement. They will provide a screen-shot of the changes as corrective action.

SNP Administrative Review Findings

Union-North United School Corp (7215)

Program Year 2023

LaVille Elementary School (7400)

22601 Tyler Road
Lakeville, IN 46536-9733

Food Service Contact

Mrs. Cindy Hanson
Food Service Director
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Month of Review: March 2023
Date of Onsite Review: April 5, 2023

Other Federal Programs - LaVille Elementary School (7400)

3. POS snack counts by student/benefit category maintained?

Finding 9220: Point-of-service snack counts by student/benefit category are not maintained.

Point of service count not taken for after school snack program.

Corrective Action:

The SFA was able to adjust their snack procedures while the SA was on-site to ensure a point of service meal count would be taken each day as snacks are handed out. Snacks for each group served are packed in crates. A snack count sheet was added to each crate and will be returned with the crate after snacks have been served. All teachers/aids in charge of serving snacks have been trained on proper meal count procedures. If new process is implemented as discussed, it will resolve the finding and no further action is required.

Meal Components & Quantities - LaVille Elementary School (7400)

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

Finding 9000: Exclusive Adult Entrees

On the day of review, teachers were observed having entree options not offered to students. Per program regulations, foods offered to adults must mirror those offered to students. Adults must also receive the same portion sizes as students. If larger portion sizes are offered to adults, they must be charged a la carte pricing.

Corrective Action:

The SFA has added the entree option for students. This will eliminate any issues surrounding the finding. If implemented as discussed with the SA, no further action is required.

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Technical Assistance

Milk must be tracked on production record using accurate beginning and ending counts for each variety offered.

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 9000: Crediting on Production Records

Component crediting was recorded incorrectly on production records. If the SFA is using production record templates that are pre-populated with crediting information, they should regularly review the crediting listed to ensure it is correct as stated on the CN label or Product Formulation Statement.

Corrective Action:

The SFA will submit 5 days of lunch production records along with crediting for the components served. Each component's crediting must match what is stated on the CN label or Product Formulation Statement.