

**SNP Administrative Review Findings****West Central School Corp (6630)****Program Year 2022****West Central School Corp (6630)**

1842 S US Hwy 421  
Francesville, IN 47946-8087

**Food Service Contact**

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**Executive Contact**

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No. of Sites / Reviewed: 2 / 1  
Month of Review: November 2021

**Meal Counting & Claiming - West Central School Corp (6630)**

316. *Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA*

**Technical Assistance**

The charge policy for the school corporation must be updated to adjust wording associated with bad debt being 'written off' or 'zeroed out', describe how 'angel funds' will be allocated, and when unpaid meal charges will be assessed. As a reminder, school nutrition program debt must always be restored using non-federal funds, not written off or zeroed out. It is a debt that the food service account cannot absorb.

**Resource Management Comprehensive Review - West Central School Corp (6630)**

750. *Year End Available Balance*

**Finding 9000: Annual Financial Report**

Although the 2021 Annual Financial Report (AFR) was approved after review of the submitted documentation it was found that the reported numbers in the AFR were incorrect.

**Corrective Action:**

The SFA must update the 2021 Annual Financial Report (AFR) to include all revenue and cost to the nonprofit food service account. Ensure the report accurately reflects the supporting documentation. Also, the SFA must include the \$38,130.72 of indirect cost assessed on the AFR. The SFA has made the necessary corrections to their AFR. No further action is needed.

769. *Indirect Cost Rate Agreement*

**Technical Assistance**

The SFA is reminded to report all indirect costs charged to the food service account in the appropriate section of the Annual Financial Report.

**General Program Compliance - West Central School Corp (6630)**

808. *On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements*

**Finding 9008: Civil Rights information on the Off-site Assessment Tool not validated, or deficiencies found.**

Discrepancies or deficiencies found on-site: non-discrimination statement missing from program materials.

**Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: The SFA has added the non-discrimination statement to all program material templates and has created a checklist to ensure the correct non-discrimination statement will be included in all future program materials created. No further action required.

**SNP Administrative Review Findings****West Central School Corp (6630)*****Program Year 2022***

*1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements*

**Finding 9010: Smart Snacks information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Smart Snacks policies and practices could not be validated during on-site observations. Discrepancies or deficiencies found on-site: Many of the smart snack prices must be raised to meet non-program food revenue standards. Federal reimbursements cannot offset the pricing charged for smart snack items.

**Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Smart Snacks policies and practices identified from the Off-site Assessment Tool: The SFA raised prices for all foods requiring an increase. These items included chips, Nutri-grain bars, string cheese, bottled water, and second meal price. No further action required.

**SNP Administrative Review Findings**

**West Central School Corp (6630)**

*Program Year 2022*

**West Central Middle/Senior High School (7031)**

1842 S US Hwy 421  
Francesville, IN 47946-8087

**Food Service Contact**

Ms. Deidre Schleman  
Food Service Manager  
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Month of Review: November 2021

Date of Onsite Review: November 9, 2021

**Meal Components & Quantities - West Central Middle/Senior High School (7031)**

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

**Finding 9052: Day of Review portion sizes insufficient.**

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review met the minimum daily requirement. However, the biscuit served credited for 1.75 oz grain equivalents. The cashier was unaware of this and treated the biscuit as two items instead of one. A large number of students only selected the biscuit, gravy, and a juice. This selection would not yield a reimbursable meal since only two full items were selected.

**Corrective Action:**

The SFA has corrected this issue by adjusting their cycle menu to include a biscuit that credits as 2.0 oz grain equivalents. No further action required.

**General Program Compliance - West Central Middle/Senior High School (7031)**

*1409. On-site or off-site storage violations were observed*

**Technical Assistance**

The walls/doorway leading to both serving lines at the high school cafeteria needed cleaning. Both were dirty and had an unappealing trash receptacle for gum. Staff should be cleaning this area regularly to ensure it is neat in appearance.

*1409. On-site or off-site storage violations were observed*

**Finding 9150: Storage violations were observed.**

During on-site review of food storage areas, the following issues were observed:

1. Canned goods were dated inconsistently - some canned goods were dated using month, day, year and others were dated using month day. These methods lead to confusion with FIFO method.
2. Foods taken out of original packaging were not labeled correctly - frozen foods taken out of original packaging was dated but not labeled.

**Corrective Action:**

The SFA has corrected these issues while the reviewer was on-site. Standard operating procedures were posted for each issue and training was completed the following day with all staff members to ensure compliance. SFA also submitted written corrective action addressing how each issue would be corrected. No further action required.