

SNP Administrative Review Findings

West Clark Community Schools (0940)

Program Year 2018

West Clark Community Schools (0940)
601 Renz Ave.
Sellerburg,, IN 47172-1331

Food Service Contact
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No. of Sites / Reviewed: 8 / 2
Month of Review: December 2017

Certification and Benefit Issuance - West Clark Community Schools (0940)

*133. Direct Certifications correctly certified?***Finding 9024: Some students directly certified for free meals were not certified correctly.**

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for free meals incorrectly because the direct certification was Medicaid R. There was one student that should have been directly certified as free, but received reduce benefits.

Corrective Action:

These students were approved incorrectly; fiscal action resulted but it appears that they will be under the \$600 threshold.

Technical Assistance:

It was explained to read the Direct Certification papers more carefully because of the new Medicaid Reduce that is now available.

Verification - West Clark Community Schools (0940)

*208. Confirmation Review – documentation on file, required procedures followed?***Finding 9037: Confirmation review not conducted as required.**

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

Corrective Action:

Someone needs to confirm that the applications pulled for verification were determined correctly before the verification process takes place.

Technical Assistance:

TA was provided for this process

Resource Management Comprehensive Review - West Clark Community Schools (0940)

*756. New Equipment Purchases***Finding 9000: Other Finding**

SFA did not seek prior State approval for equipment purchases valued at \$5,000 or more. I review of equipment purchases shows that while prior approval was not requested, the purchases were considered allowable.

Corrective Action:

SFA must ensure all staff involved with procurement in the school nutrition programs must be aware of and comply with this requirement. The SFA must submit documentation showing this is part of their current procurement procedures as proof of corrective action. Further findings in this area could result in the disallowance of the costs associated with these equipment purchases.

Technical Assistance:

Notified SFA of approval requirement

Silver Creek Elementary School (0789) Food Service Contact
601 Renz Ave. Mr. R. Mac Dyer
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Month of Review: December 2017

Meal Counting & Claiming - Silver Creek Elementary School (0789)

319. DOR - *electronic system POS, excessive overrides used during meal service?*

Finding 9000: Meal Counting Procedure

Technical Assistance:

The reviewer observed that the meal count procedure was tedious and time consuming. The current method is that the cashiers have several pages of bar codes and must ask students their name, find the correct bar code by grade and scan the bar code then ring the child up. Because the cafeteria is noisy, the cashiers struggle to get names correctly the first time and it slows the line down. If students were able to put in a PIN or have something with their bar code on them that they hand to the cashier, the line would move more quickly and students would have longer to eat their meals. Examples of what we have seen with bar codes are cards on lanyards, cards kept in a pocket organizer on the wall in the cafeteria, and popcicle sticks with the bar code printed and taped to the end.

Meal Components & Quantities - Silver Creek Elementary School (0789)

404. DOR - *signage explaining reimbursable meal near/at beginning of service line?*

Finding 9000: Other Finding

Technical Assistance:

The reviewer recommends creating breakfast OVS signage that better reflects that students must select items, not components. The current signage displays a photo of the MyPlate logo- since the SFA does not serve vegetables with breakfast and doesn't always serve a protein.

It was noted during breakfast meal service that each line had a pan with milk and juice near the register for kids who may need to grab extra. Since milk and juice are two different components, the SFA should ensure that both are marketed as different components and not grouped together as beverage options.

500. DOR - *OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.*

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements and where a student selected a reimbursable meal, the student was made to select an additional item(s).

Corrective Action:

Cashiers must receive additional OVS training and demonstrate a thorough knowledge of the requirements for both breakfast and lunch.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

General Program Compliance - Silver Creek Elementary School (0789)

*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. Noted deficiencies: items removed from their original packaging were not properly labeled and dated, items were noted on the floor of the walk-in freezer, personal food items were co-mingled with school lunch food items and were not labeled or dated, items used for non-school lunch related purposes (popcicles and ice cream) were not dated and as told by the FSD, had been there longer than 6 months, the standard length of time for keeping items in freezer storage.

Corrective Action:

The SFA will ensure that the above areas of deficiency are corrected. All food items in the storage areas used for NSLP and SBP purposes must be properly labeled and date marked. Items that have been stored for longer than the recommended amount of time should be discarded immediately.



SNP Administrative Review Findings

West Clark Community Schools (0940)

Program Year 2018

Silver Creek Primary (0818)
601 Renz Ave.
Sellerburg,, IN 47172-1331

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Month of Review: December 2017

No Findings during Site 0818 Review