

**SNP Administrative Review Findings****White River Valley School Corp (2980)****Program Year 2020****White River Valley School Corp (2980)**

5644 W State Road 54  
Switz City, IN 47465-1470

**Food Service Contact**

Mrs. Renee C Wiggington  
Food Service Director  
(812) 659-2274

**Executive Contact**

Mr. Robert Hacker  
Superintendent  
(812) 659-1424

No. of Sites / Reviewed: 5 / 1  
Month of Review: March 2020

**Commendations**

- \* The food service director was friendly and eager to learn during the remote review. The FSD was quick to answer questions and provide documentation when needed during the remote review.

**Certification and Benefit Issuance - White River Valley School Corp (2980)****126. Certification: selected applications correctly approved****Finding 9901: Selected applications correctly approved \*Repeat Finding**

- Multiple applications were missing the last four digits of the SSN or the no SSN box was not checked.
- Some applications were approved with a higher number of household members, but they were not listed on the application.
- One student was extended benefits due to adoption. Free and Reduced benefits can be extended for qualifying income, foster, migrant, homeless, runaway, SNAP, TANF, and if found in the STN website, Medicaid.

**Corrective Action:**

During the remote review, the food service director contacted the households to update and correct the applications. The food service director also sent a notice of adverse action to the household that was extended benefits due to adoption. Additional response is not required.

**Technical Assistance:**

This finding and requirements were discussed with the food service director.

**128. Correct conversion factors used for applications with more than one income frequency****Finding 9019: Incorrect conversion factors used when processing applications \*Repeat Finding**

For applications that indicate more than one income frequency, the SFA did not use the correct conversion factors to determine monthly household income: weekly – times 52; bi-weekly – times 26; twice per month – 24; and monthly – times 12

**Corrective Action:**

The SFA has two people approving applications. During the review, the reviewer provided technical assistance on when to convert income to an annual figure. The food service director will give the refresher courses from IDOE for the free and reduced process to the other approver to complete. Additional response is not required.

**Technical Assistance:**

Free and Reduced Fact Sheets and Training can be found here: <https://www.doe.in.gov/nutrition/free-and-reduced-fact-sheets-and-training>

**129. Household notification of eligibility is consistent with Off-Site Assessment responses****Technical Assistance-Hearing Official for Free and Reduced Process**

The SFA miscommunicated to households that the hearing official was also the person involved in determining applications. The CNPweb application lists the superintendent as the hearing official. Notification letters were updated during the review program year 2021.

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133. *Direct Certifications were correctly certified*

**Finding 9024: Direct Certifications were not correctly certified**

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for free meals incorrectly.

-One student was extended direct certification benefits without proper documentation on file

**Corrective Action:**

During the review, the food service director sent a notice of adverse action to the household. Additional response is not required.

**Technical Assistance:**

This finding and requirements were discussed with the food service director.

**Meal Counting & Claiming - White River Valley School Corp (2980)**

313. *Onsite observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

**Technical Assistance- Field Trips**

It is acceptable to provide meals for field trips. Unless the student can order the meal with the option to decline items, the foodservice department should provide all five required meal components at the daily minimum portion size. The meals are required to be counted at the point of service. Since this will most likely happen while away from school, an allowable meal counting method is to have a roster and mark the meal received once the student takes the meal. Then the roster can be returned to the foodservice department.

**General Program Compliance - White River Valley School Corp (2980)**

1007. *Onsite observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements*

**Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found. \*Repeat Finding**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during onsite observations. Discrepancies or deficiencies found onsite:

-current local wellness policy does not contain all the elements for the final rule

**Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:

Due to COVID-19 flexibility for conducting the triennial assessment has been granted. Please develop and submit a written timeline for any updates to the wellness policy to contain all elements, including the measurable goals for nutrition education, nutrition promotion, physical activity, and other activities.

**Technical Assistance:**

For more information, go to <https://www.doe.in.gov/nutrition/school-wellness-policy>

Evaluation tool- <https://www.doe.in.gov/sites/default/files/nutrition/triennial-assessment-template.pdf>

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

**Technical Assistance- Carryover Hours & Training for School Nutrition**

Annual training must focus on the day-to-day management and operation of the school nutrition programs. Training must be job-specific and intended to help employees perform their duties well. Some schools have required back to school training that contains topics outside of school nutrition programs (SNP). While it is encouraged for that training to be completed, they will not count towards the annual hours for SNP. A list of appropriate training topics can be found here: [https://fns-prod.azureedge.net/sites/default/files/cn/ps\\_trainingtopics.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/ps_trainingtopics.pdf)

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Individuals can roll over only half of their required professional standards hours to the next year. This is intended to help provide flexibility while ensuring that SFA employees receive a reasonable amount of training each school year.

1400. *The written food safety plan contains required elements and a copy is available at each school*

**Finding 9142: The written food safety plan does not contain all the required elements.**

The school does not have a written food safety plan.

**Corrective Action:**

The food service director is in the process of creating the food safety plan to have available for staff members by the start of the 2020-2021 school year. Additional response is not required.

**Technical Assistance:**

This finding and requirements were discussed with the food service director.

**Other Federal Programs - White River Valley School Corp (2980)**

1806. *Does SFA advertise the availability and location of free meals at area eligible sites?*

**Finding 9241: All advertising materials used to communicate the availability and location of free meals at area eligible sites did not contain the required non-discrimination statement.**

**Corrective Action:**

The SFA will include the non-discrimination statement on all advertising materials used to communicate the availability and location of free meals at area eligible sites. Additional response is not required.

**Technical Assistance:**

The reviewer discussed with the food service director the requirements of including the non-discrimination statement on forms of communication. A USDA required non-discrimination statement must be included on ALL forms of communication and program materials related to receipt of free or reduced-price child nutrition program benefits, including all materials for public information, education, or distribution that mention USDA programs.

**SNP Administrative Review Findings**

**White River Valley School Corp (2980)**

*Program Year 2020*

**White River Valley Elementary School Food Service Contact**  
**(2460)**  
5644 W State Road 54  
Switz City, IN 47465-1470

Mrs. Kathy Morrison  
Lead Cook  
(812) 875-3839

Month of Review: March 2020  
Date of Onsite Review: April 29, 2020

**Meal Counting & Claiming - White River Valley Elementary School (2460)**

*325. Review Period- meal counts by category were correctly used in the claim for reimbursement*

**Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.**

The March 2020 claim was submitted incorrectly, causing an underclaim. The SSO meals were reported in the claim submission but were not added into the overall total of meals creating the system to subtract the SSO meals from the NSLP meals. Below is a breakdown of the changes for the March 2020 claim:

March 2020

White River Valley Elementary School

Amount claimed total lunch meals- 2126

Amount validated State Agency- 2461 (2126 NSLP meals + 335 SSO meals= 2461)

White River Valley Middle School

Amount claimed total breakfast meals- 659

Amount validated by State Agency- 833 (659 SBP meals + 174 SSO meals= 833)

Amount claimed Lunch total meals- 1111

Amount validated State Agency- 1285 (1111 NSLP meals + 174 SSO meals = 1285)

**Corrective Action:**

The food service director updated the March 2020 claim with the data listed above and was approved by the State Agency on June 26, 2020. Additional response is not required.

**Technical Assistance:**

This finding and requirements were discussed with the food service director.

**Meal Components & Quantities - White River Valley Elementary School (2460)**

*410. Review Period- planned menu quantities meet the meal pattern requirements*

**Finding 9000: Production Records**

Food production records being used are incomplete. The food production is missing the following recorded data:

- Number of servings for students, ala carte and adults for each item

-The column of total purchase units is incomplete

**Corrective Action:**

Food Production records provide a record that meal requirements were met for reimbursable meals, ensures that all menu items are served in the correct serving size, and enough food was prepared. For corrective action, the food service director and site staff are required to complete the Food Production Record course located in the blackboard in TEAM. Please submit the sign-in sheet for attendance and the certificate of completion. Due to the closure of the school, if some employees have not completed training, please provide a written timeline for when foodservice employees will complete the training.

**Technical Assistance:**

This finding and requirements were discussed with the food service director.

*410. Review Period- planned menu quantities meet the meal pattern requirements*

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements. \*Repeat Finding**

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Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable.

-The school severed a PBJ Grahamwich daily that credits as 1 oz. m/ma, 1 grain. By offering this option daily, the weekly grain and meat/meat alternate were insufficient. The grain contribution of the Grahamwich is also a dessert grain which totals 5 oz. dessert grain equivalent for the week.

**Corrective Action:**

The vendor has discontinued Grahamwich. Any leftovers will be used at a maximum of twice a week. The school has procured uncrustables and will be adding an additional grain and m/ma to ensure weekly requirements are met. Additional response is not required.

**Technical Assistance:**

The school is providing a variety of cereals at breakfast. During the menu review, it was noted that a few of the cereals credit at .75 oz. instead of the standard 1 oz. bowl packs used in K12 foodservice. Also noted during the menu review was the school is using standardized recipes. However, the school is changing the recipes, which will change the yield and crediting.

**General Program Compliance - White River Valley Elementary School (2460)**

*902. Corrective action required as a result of the onsite monitoring review was sufficient and follow-up was conducted within 45 days to ensure implementation*

**Technical Assistance - Onsite Monitoring**

The reviewer provided technical assistance for onsite monitoring. The onsite reviews should be conducted by an individual that does not typically work in the building being reviewed. Each review should be completed by observing a full meal service and completing the 3-page checklist, including signatures. Each school site should be reviewed by February 1 annually, although it is highly recommended to conduct the onsite reviews earlier in the school year.

**Other Federal Programs - White River Valley Elementary School (2460)**

*1820. Accurate count at POS on each meal service line?*

**Technical Assistance - Meal Count Sheets**

The SFA is reminded that separate count sheets are required for each meal type (breakfast and lunch). Some of the meal count sheets had the final number circled instead of counting each meal individually. Updated meal count sheets can be found here: <https://www.doe.in.gov/nutrition/child-nutrition-programs-covid-19-information>.

*1827. Meal documentation for the last five days of the review period indicates the required meal components available?*

**Finding 9267: Documentation for the last five operating days of the Review Period indicate that some meals were missing the required meal components.**

Based on a review of the SSO site's documentation and procedures, such as production records and nutrient analysis records for the last five operating days for the Review Period, not all meals contained all required meal components.

-Insufficient vegetable servings on multiple days that did not meet the daily minimum requirements of 3/4 cup

**Corrective Action:**

After discussion with the reviewer, the food service director understands how the meal plan is different than offer vs. serve requirements, and in the setting of grab-n-go, OVS was not an option. The school will provide a 3/4 cup or more for all boxed lunches at the start of school due to COVID-19. Additional response is not required.

**Technical Assistance:**

This finding and requirements were discussed with the food service director.