



SNP Administrative Review Findings

Jay County School Corporation
(3945)

Program Year 2024

Jay County School Corporation (3945)

414 E Floral Avenue
Portland, IN 47371-7994

No. of Sites / Reviewed: 6 / 2
Month of Review: March 2024

Food Service Contact

Mrs. Brittany Alberson
Accounts Payable/ SFA
(260) 726-9306
balberson@jayschools.k12.in.us
FSMC: Chartwells

Executive Contact

Mr. Jeremy Gulley
Superintendent
(260) 726-9341
jgulley@jayschools.k12.in.us

Commendations

- * The food service staff did a terrific job planning, organizing, and preparing for their 2024 Administrative Review. Whenever anything was noted as an issue, the staff immediately started working on how to resolve it. The FSMC and the SFA work closely together just as they should.

Certification and Benefit Issuance - Jay County School Corporation (3945)

142. *Benefits are changed on the Benefits Issuance document if a family declines or requests lower benefits*

Technical Assistance-Notification Error in CNPweb

Several students identified during the benefit issuance review received a lesser benefit than qualified. Due to a notification error in CNPweb, the SFA was unaware of the increased benefits for these students. The reviewer provided technical assistance onsite regarding how to identify the new changes. The school food service director implemented the new changes on April 4, 2024.

Verification - Jay County School Corporation (3945)

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

Finding: Selected applications not verified correctly.

Based on the verified applications selected for review, the post verification determination was incorrect for one application. During the onsite this household was sent a notification letter.

Corrective Action:

For the corrective action, state what will be done to help prevent this error from reoccurring in the future. Upload into the review tool a copy of the letter sent to the household including the date the status was changed in the POS.

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

Finding: Verification Notification Letters

The SFA's software program verification notification letters sent to the selected households for verification does not contain all required information.

Corrective Action:

Each year prior to sending out any verification notification letters, compare the software program letters to the state agency letters. This practice will help ensure all the required and up-to-date information is worded correctly in your letters. **For corrective action, upload a copy of a corrected verification notification letter via your software program. Lastly, confirm a calendar date reminder that will be used to compare the state agency letter with the software program letter to ensure correctness.**

Technical Assistance:

A thorough discussion of this finding was conducted.



Program Year 2024

Resource Management Comprehensive Review - Jay County School Corporation (3945)

767. Nonprogram Revenue and Food Cost Ratio

Technical Assistance- Revenue vs. Food Cost Ratio

The nonprogram revenue tool resulted in minimal compliance when comparing the ratio of revenue as compared to the ratio of food costs. Individual a la carte food costs and compared that to the prices to ensure they are at least 2.5 -3 times the raw food cost. Nonprogram revenue must be assessed annually. This serves as a reminder to review nonprogram food costs and price a la carte items accordingly prior to the beginning of the 2024-2025 school year to maintain compliance.



Program Year 2024

Jay County Jr/Sr High School (3239)
414 E Floral Avenue
Portland, IN 47371-7994

Food Service Contact
Mrs. Landra Fraley
Kitchen Manager
(260) 726-9306

Month of Review: March 2024
Date of Onsite Review: April 4, 2024

Meal Components & Quantities - Jay County Jr/Sr High School (3239)

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

Technical Assistance-Lunch Menu Certification Week

It was noted that the number of grain ounces served for the lunch menu certification week was almost three times the minimum required amount. For meat/meat alternate ounces, the amount was double the minimum required. The starchy vegetable subgroup was nine times the minimum amount needed. The menu planner should be more conscientious about offering the higher ounce portions and starchy vegetables to help meet a lower sodium and calorie amount.

General Program Compliance - Jay County Jr/Sr High School (3239)

1104. Foods sold to students meet Smart Snacks standards

Finding: Selling Non-Compliant Smart Snacks During School Hours

Some non-compliant Smart Snack candies and snacks located inside a vending machine were available to students in the school hallway during school hours on the day of the state agency's meal service review. The vending machine was unplugged immediately once staff were notified.

Corrective Action:

Send an email to Canteen notifying them that the SFA participates in the School Nutrition Program and that vending machines with non-complaint drinks, candies, and snacks cannot be available to students during school hours. Define school hours to the distributor. Upload a copy of that email into the review tool and confirm this will be monitored on a regular basis. Next school year, an unannounced follow-up review will be conducted on the vending machines.

Technical Assistance:

While onsite a technical assistance was conducted.

1411. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance- Vendor Purchasing Non-Domestic Products Outside of the USA

The state agency field specialist noted broccoli was purchased from Mexico and no letter was on file from the distributor stating it was not available in the USA. While single purchases of broccoli can be supported with a non-domestic substitution, if a letter is obtained that indicates that the vendor cannot supply the requested item for the entire year or other period, the SFA should consider other vendor sources for domestically produced products.



SNP Administrative Review Findings

Jay County School Corporation
(3945)

Program Year 2024

Redkey Elem. School (3247)
414 E Floral Avenue
Portland, IN 47371-7994

Food Service Contact
Mrs. Melissa Goodman
Kitchen supervisor
(765) 369-2571

Month of Review: March 2024
Date of Onsite Review: April 5, 2024

No Findings during Site 3247 Review