



SNP Administrative Review Findings
Program Year 2024

Northeastern Wayne Schools (8375)

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7295 US 27 N
Fountain City, IN 47341-9523

Food Service Contact

Ms. Rebecca J Tyree
Food Service Contact
(765) 847-2591
rtree@nws.k12.in.us

Executive Contact

Dr. Matthew Hicks
Superintendent
(765) 847-2821
mhicks@nws.k12.in.us

No. of Sites / Reviewed: 3 / 1
Month of Review: March 2024

Commendations

- * The staff did a great job organizing and preparing for their 2024 Administrative Review. They were willing to work with the reviewer to immediately correct some issues when noted during the onsite review. The kitchen was extremely clean.

Certification and Benefit Issuance - Northeastern Wayne Schools (8375)

127. *Correct income eligibility guidelines used to certify applications*

Finding 9000: Updating the Annual Income Guidelines

At the beginning of the school year, the income eligibility guidelines were not updated. During the onsite review, the SFA entered the new guidelines and made new determinations, but it resulted in no change to any household status.

Corrective Action:

By July 1 of every year, the new income eligibility guidelines are issued by the USDA. They will be posted on our website. There will also be an announcement in our weekly newsletter with a link to the income eligibility guidelines. For your corrective action, **provide the job title of the person responsible for this task and who will put this task on their calendar as a reoccurring reminder that every year beginning the middle of June that they are to be looking for the new income eligibility guidelines via the weekly newsletter. Upload a copy of this reminder into the review tool.**

Technical Assistance:

A technical assistance was conducted on this important task was conducted while onsite.

Verification - Northeastern Wayne Schools (8375)

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

Finding 9000: Verification Notification Letters

The SFA's 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 your 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 that a calendar date reminder will be used to compare the state agency letter with the software program letter to ensure correctness.**

Technical Assistance:

A discussion of this finding was conducted.



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214. Updates to the Benefits Issuance list were made in the appropriate timeframes when verification resulted in changes to student eligibility

Finding 10154: Notice of Adverse Action

Households for whom benefits were to be reduced or terminated were given 13 not 10 calendar days written advance notice of the decrease in benefit.

Corrective Action:

When the benefit decrease, the household is required to have 10 calendar days to appeal. If after the 10 calendar days no appeal is made, then the benefit is reduced in the POS. **Confirm this is understood by the applicable staff. These staff are required to complete the Moodle verification training https://moodle.doe.in.gov/verification_training. Once completed, upload the completed certificates into the review tool.** As a reminder, virtual verification training occurs each fall via our office. This training will be advertised in the weekly newsletter, please have the applicable people attend this training.

Technical Assistance:

A technical assistance was conducted while onsite.

Meal Counting & Claiming - Northeastern Wayne Schools (8375)

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

Finding 9000: Documenting Meal Counts During Field Trips

During field trips, proper procedures for counting lunches are not being followed.

Corrective Action:

SFAs must establish a local meal counting and claiming procedure to count field trip meals accurately. Meals must be counted at the point of service (POS). The POS is defined as the point when the student has received the reimbursable meal. Develop and implement a standard operating procedure for serving/documenting meals for the Child Nutrition Program during field trips for your school district. Upload a copy of the SOP into the review tool.

Technical Assistance:

A copy of the field trip requirements was given to the SFA during the onsite review. In general, field trips should adhere to the following guidelines:

1. Lunch field trip meals should be served between 10:00 a.m. to 2:00 p.m.
2. Offer vs. Serve (OVS) is not required for field trip meals. If not operating OVS, all components (including milk) must be taken before the meal is counted for reimbursement.
3. Meals can be pre-bagged and sent with field trip staff to distribute to students at the off-site location. When distributing off-site, the meal count must be taken using a paper roster and turned into food service staff upon arrival from the field trip.
4. Students can pick up meals before leaving for a field trip (possible OVS option). These meals can be counted using standard daily meal-counting procedures. Names should be written on the bags so students can grab them from the transport container at the off-site location. Unacceptable meal count procedures include:
 - Using field trip attendance.
 - Claiming the number of meals ordered before the field trip.
 - Backing out the number of leftovers from the total number of meals prepared to determine the number served.
 - Claiming the total number of meals prepared.
 - Claiming meals eaten by adults.
5. All staff counting field trip meals should be trained on meal count procedures, identification of a reimbursable meal, and civil rights.



Resource Management - Northeastern Wayne Schools (8375)

712. SFA charged indirect costs to nonprofit school food service account?

Technical Assistance-Indirect Costs

SFA was advised to obtain documentation anytime the full amount of allowable indirect costs for a program year will not be charged to the food service account and will not be charged in the future, as occurred for PY 2022-2023. When the non-profit school food service account is not charged the full indirect cost rate, it would be a best practice to obtain in writing that the additional amount not charged is not considered a loan and repayment is not expected. Additionally, indirect costs should be charged consistently among all federal programs per federal regulations.

General Program Compliance - Northeastern Wayne Schools (8375)

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

Finding 9000: Charge Policy Differs for Free and Reduced Students

There are different meal charge limits for paid students (\$15.00) than reduced students (\$6.00).

Corrective Action:

This could be seen as a form of discrimination. Both paid and reduced status students should have the same charge limits and it could be based on the number of meals instead of a dollar amount. Since the AR, this policy has been changed to \$20.00 for both the paid and reduced students via the school board meeting on June 19, 2024. The policy will go into effect beginning school year 2024-25. The meeting notes have been uploaded into the review tool. **No further action required.**

Technical Assistance:

A discussion about this finding was conducted once noted

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

Finding 9000: Wellness Assessment

No wellness assessment has been conducted. An assessment of your school wellness policy must be conducted a minimum of once every three years, per federal regulations. This assessment must be fully completed.

Corrective Action:

Acknowledge that your SFA understands the wellness requirement of assessing it at least one time every three years. Also, upload a copy into the review tool of your fully completed wellness assessment.

Technical Assistance:

A technical assistance was conducted on this specific finding.



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Northeastern Jr.-Sr. High School
(8927)
7295 US 27 N
Fountain City, IN 47341-9523

Food Service Contact
Ms. Rebecca J Tyree
Food Service Contact
(765) 847-2591

Month of Review: March 2024
Date of Onsite Review: April 15, 2024

Meal Components & Quantities - Northeastern Jr.-Sr. High School (8927)

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

Finding 9000: Extra Milks and Juices

Students are allowed to get an extra milk and juice at no charge.

Corrective Action:

In the review tool, acknowledge the cost of the milk and juices given at no charge will be included as part of your 2023 annual non-program food cost and that whenever extra food is served it counts toward the meal pattern guidelines including the calories, sugar, sodium, and fat.

During the administrative review exit meeting, the food service director stated that beginning school year 2024-25, they will no longer allow students to receive two juices or extra milk. The food service staff will be formally trained at the August 2024 back to school in-service training. **Upload a copy of that training documentation into the review tool.**

Technical Assistance:

A technical assistance discussion was conducted while onsite.

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

Finding 9000: Two Juices Everyday

Juice is offered daily, and students are allowed to take two juices, therefore not meeting the maximum of 50% of fruit offerings in the form of juice.

Corrective Action:

No more than half the fruit offerings over the week at both breakfast and lunch can be in the form of juice. Therefore, if a SFA is allowing students to take 1 cup of fruit at lunch, then students can only take ½ cup of their fruit in the form of juice.

The food service director stated during the administrative review exit that beginning school year 2024-25, the SFA will no longer allow students to receive two juices. The food service staff will be formally trained at the August 2024 back to school in-service training. **Upload a copy of that training documentation into the review tool.**

Technical Assistance:

An onsite technical assistance was conducted after this was observed with the field specialist.

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

Technical Assistance-Starchy Vegetable Subgroup

For the lunch menu certification week, 2.5 cups of the starchy vegetable subgroup were served when only 1/2 cup was needed. The menu planner should consider offering fewer starchy vegetables to help achieve lower sodium levels and control the calorie content of the meals.



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500. Day of Review- Offer vs. Serve was properly implemented

Finding 9000: School is not properly implementing Breakfast Offer vs. Serve

As observed on the Day of Breakfast Review, the cashier did not demonstrate a clear understanding of OVS and its requirements. Students selected a reimbursable meal but were asked to select an additional item. As a reminder the USDA implemented OVS to help prevent food waste. Having students select an additional food item when they already have a reimbursable meal, defeats this objective.

Corrective Action:

As corrective action, **retrain the cashier in Breakfast OVS requirements via the Moodle Website**

<https://moodle.doe.in.gov/training>. Upload into the review tool the Moodle Breakfast OVS training certificates as proof that the cashier has completed the OVS training.

Technical Assistance:

Directly after the breakfast service, a breakfast OVS training was conducted using actual breakfast food items with the breakfast staff members.

General Program Compliance - Northeastern Jr.-Sr. High School (8927)

1300. Potable water is free and available to all students during lunch and breakfast

Technical Assistance-Potable Water

Having free potable water is required during both breakfast and lunch meal services. Currently, cups are available at the registers to use with the water fountains in the hallway. On the day of the meal service reviews, hardly any students requested the cups. Therefore, it is recommended that a large sign be posted to point out toward the hallway drinking fountain. Possibly even a sign that teaches students how regular drinking of water helps promotes healthier bodies. Also, this practice would reinforce the wellness policy in how it promotes the importance of drinking water.