Program Year 2020

Tri-Central Community Schools (7935)
4774 N 200 W
Sharpsville, IN  46068-9457

No. of Sites / Reviewed: 2 / 1
Month of Review: February 2020

Commendations
* Even though the former FSD only had 3 months until retirement, they wanted to make sure everything they were doing was compliant and that they were going to leave the program in the best shape possible for the next FSD. Congrats, Jean!

Certification and Benefit Issuance - Tri-Central Community Schools (7935)

127. Correct income eligibility guidelines used to certify applications

**Finding 9000: Parameters not correctly set in online application software**
The SFA has the ability to offer households online income applications. Unfortunately, when the software was initially installed and set up, correct parameters were not put in place and allowed households qualifying for reduced meals to receive free meals. Fiscal action will be assessed for this finding.

**Corrective Action:**
The SFA has contacted their software provider and corrected the parameters necessary to correctly determine eligibility benefits when a household submits an online application. No further action required.

128. Correct conversion factors used for applications with more than one income frequency

**Technical Assistance**

After reviewing a random sample of income applications, the SA noticed an uncommon number of applications with zero income listed. The SFA has the option to randomly select a sample of zero income applications and verify them for cause at any time during the school year.

128. Correct conversion factors used for applications with more than one income frequency

**Finding 9019: Incorrect conversion factors used when processing applications**
For applications that indicate more than one income frequency, the SFA did not convert all pay frequencies to annual. During a review of applications, some applications listing more than one pay frequency were converted to monthly and eligibility was determined.

**Corrective Action:**
The SFA was provided technical assistance on how to accurately convert multiple pay frequencies on one income application to annual to determine the household's eligibility. No further action needed.

Verification - Tri-Central Community Schools (7935)

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

**Finding 9047: Change in benefit levels due to Verification results not changed within required timelines.**
When a student's eligibility status changes due to verification, benefits must be increased within 3 calendar days or decreased within 10 calendar days from the final verification decision. The SFA did not retain any documentation to show when correspondence was sent to the household informing them of a change in benefit.

**Corrective Action:**
The SFA has been provided technical assistance to retain copies of all correspondence to prove households were given the
appropriate number of days when benefits were increased or decreased before making the change in the POS system. The SFA was also informed to keep documentation regarding all aspects of verification (i.e. phone calls, emails, letters, etc. with the household). No further action required.

**General Program Compliance - Tri-Central Community Schools (7935)**

810. The USDA non-discrimination statement is on appropriate Program materials

**Finding 9000: Incorrect Non-Discrimination Statement**
The incorrect non-discrimination statement is used on program materials.

**Corrective Action:**
The SFA has corrected the non-discrimination statement to reflect the appropriate phrase, ‘This institution is an equal opportunity provider’. No further action required.

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: three a la carte items sold were not smart snack compliant (Funyuns, Cappuccino, and Hot Chocolate).

**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 will discontinue selling the non-compliant items. Before ordering any new a la carte items, the SFA will complete a smart snacks calculation to ensure compliance. No further action required.
Meal Components & Quantities - Tri Central Elementary School (8154)

400. Day of Review - all required meal components were available to all students during the entire meal service

Technical Assistance

The SA suggested offering a larger variety of items for breakfast. Currently the schools are on a one week cycle menu. Many options were discussed such as grab and go grain options, thaw and serve items, and baked goods. A variety of breakfast items should be offered to attempt to increase breakfast participation.

401. Day of Review - all meals observed and counted for reimbursement contained all of the required meal components

Finding 9000: Vegetable Serving Size
During the on-site lunch visit, the kitchen staff was observed using the correct scoop size for fruit and vegetables but did not empty the entire scoop when putting the food on the tray. Therefore, the students were not given the entire serving as planned and recorded on production records.

Corrective Action:
The technical assistance was provided on-site and all employees understand the importance of serving the entire scoop of fruits and vegetables to ensure students are receiving their full components. No further action is required.

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

Finding 9000: Crediting Documentation
The SFA did not retain all necessary crediting documents for all items served during the week of review (i.e. CN labels or Product Formulation Statements). Upon further review, no crediting documentation exist for the items in question.

Corrective Action:
The SFA will discontinue the use of these products that do not have crediting documentation and will retain crediting documentation for all new items before they are purchased. No further action required.

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.
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 menu was insufficient for:
-MMA for the day and for the week
-Grain for the day and for the week
Repeat finding: fiscal action will be assessed.

Corrective Action:
The SFA was provided technical assistance on meal pattern requirements. The SFA has made the necessary adjustments to the menu to ensure meal pattern requirements are met for future meals. No further action required.
General Program Compliance - Tri Central Elementary School (8154)

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. Storage violation observed: granola in store room was not labeled or dated. To ensure food safety, all items not in original packaging should be labeled and dated.

Corrective Action:
The SFA has corrected the issue and will ensure all foods taken out of original packaging in the future will be labeled and dated. No further action required.