SNP Administrative Review Findings  
Program Year 2020

Knox Community School Corp (7525)  
#2 Redskin Trail  
Knox, IN 46534-2238  

Food Service Contact  
Mrs. Karen Baker  
Food Service Director  
(574) 772-1632

Executive Contact  
Dr. William Reichhart  
Superintendent  
(574) 772-1600

No. of Sites / Reviewed: 3 / 2
Month of Review: February 2020

Certification and Benefit Issuance - Knox Community School Corp (7525)

126. Certification: selected applications correctly approved

Finding 9017: Correct implementation of application approval process  
The application approval process is not implemented correctly. There were three applications that were approved incorrectly because all incomes were not added together.

Corrective Action:  
The SFA is required to notify households of their change in benefit status. The SFA will provide the state agency with a copy of the letters once completed.

The SFA provided the SA with this corrective action. No further action is necessary.

General Program Compliance - Knox Community School Corp (7525)

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

Finding 9000: Non-discrimination statement  
The verification notification sent to household does not contain the most up to date nondiscrimination statement.

Corrective Action:  
The SFA updated the verification notification letter during the on-site review, and no further action is necessary.

1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements

Technical Assistance - Smart Snack Policies

Technical Assistance:  
The school has board polices on Smart Snack compliance (policy 8500), however, the guidelines need to be updated. Please use the IDOE/USDA Smart Snack websites to update the policies - https://www.doe.in.gov/nutrition/smart-snacks-schools.
Other Federal Programs - Knox Community Elementary School (7845)

11. DOR and Review Period Snacks missing components. Enter data

Finding 9000: Daily Meal Counts
The After School Snack Program did not maintain daily meal count sheets to keep track of counts. The production records included the total planned and served snacks.

Corrective Action:
The FSD and state agency discussed that daily meal counts are required for all After School Snack Programs and no further action is necessary.
**General Program Compliance - Knox Middle School (7837)**

901. On-site monitoring review(s) were completed prior to February 1

**Technical Assistance - On Site Monitoring**

Technical Assistance:
There was one site that was not monitored prior to February 1st. It is a USDA requirement that all lunch meal services and half of breakfast meal services are monitoring by February 1st of each program year.

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

**Technical Assistance - Buy American Provision**

Technical Assistance:
The SFA had grapes that were a product of Chile. It is the responsibility of the School Food Authority to enforce the Buy American provision when making purchases from food brokers. Please ensure that staff who receive food product deliveries in the schools are aware of the Buy American provision.

The FSD and reviewer discussed that all food products on CNP are required to be products of the United States, with limited exceptions made on a case by case basis by the SFA, not the food broker. The FSD agrees and will inform the vendor to only provide American products from here on out, unless an exception is requested. No further action is necessary.