



SNP Administrative Review Findings
Program Year 2020

Vigo County School Corp (8030)

Vigo County School Corp (8030)
3250 Maple Avenue
Terre Haute, IN 47804-1727

Food Service Contact
Mr. Tom Lentes
Food Service Coordinator
(812) 462-4245

Executive Contact
Dr. Robert Haworth
Superintendent
(812) 462-4216

No. of Sites / Reviewed: 27 / 4
Month of Review: March 2020

Verification - Vigo County School Corp (8030)

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

Finding 9000: Other Finding

When calculating income for households selected for verification, the SFA converted income to annual when only one frequency was reported.

Corrective Action:

If a household has only one source of income, or if all sources are received in the same frequency, the SFA takes the sum of all income sources and compares the household's total income to the IEGs. For example, if a household of three only reported receiving a monthly Social Security check and monthly child support, those amounts would be added together and the result compared to the IEG monthly category for a household of three. The SFA agrees to correctly follow income conversion rules. Additional response is not required.

Technical Assistance:

Conversion requirements were sent to the director.

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

Finding 9042: Selected applications not verified correctly.

Based on the verified applications selected for review, the post verification determination was incorrect for one or more applications. For one application reviewed, the income was calculated incorrectly. The income was calculated using the bi-weekly frequency; however, the paystub submitted indicated a pay frequency of bi-monthly. As a result, the household status was incorrectly changed from reduced to full pay.

Corrective Action:

The SFA will closely evaluate income documentation going forward to ensure the correct pay frequency is used in the income calculation. Additionally, the household will be notified of the error and the status will be changed from paid to reduced-price in the point-of-sale system to ensure the correct benefit is received during the carryover period of the next school year. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

The pay period of 16 days indicated, in this instance, that pay was twice per month. If you are unsure you can reach out to the household to ask.

213. SFA's notice of adverse action contained all required information, including notification of appeal rights

Finding 9045: SFA's notice of adverse action did not contain all required information.

The SFA's notice of adverse action as a result of Verification did not contain all the required information, including notification of appeal rights and the reason for the change in benefits.

Corrective Action:

As stated at 7 CFR 245.6a(j), the notice of adverse action must advise the household of:
• Change in benefits;

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- Reasons for the change;
- An appeal must be filed within the 10 calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision;
- Instructions on how to appeal; and
- The household may reapply for benefits at any time during the school year.

The SFA agrees to update their notice of adverse action or utilize the state prototype of the verification results letter found here: https://docs.google.com/document/d/1A32joA2FZcuAVYAnbKp_zr2cSi20RNSHV GofXWteNME/edit.

Technical Assistance:

The requirements for the notice of adverse action letter as well as the state prototype were sent to the food service director.

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.

The 10 calendar days written advance notice was given from the date the household provided eligibility documentation. The requirement is to provide 10 calendar days' notice from the date of the notice of adverse action letter.

Corrective Action:

As corrective action the SFA will ensure the verification results letter is dated and ensure the date of the change is 10 days from the date of the letter. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

Notification of adverse action requirements were emailed to the foodservice director.



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Vigo County School Corp (8030)

Deming Elementary School (8509)
3250 Maple Avenue
Terre Haute, IN 47804-1727

Food Service Contact
Ms. Alisha Harlow
Cafeteria Manager
(812) 462-4431

Month of Review: March 2020
Date of Onsite Review: May 11, 2020

Other Federal Programs - Deming Elementary School (8509)

1901. FFVP: Cost documentation support the school's reimbursement claim? Enter data.

Finding 9157: Cost documentation for the Fresh Fruits and Vegetables Program did not support the school's FFVP claim for reimbursement.

The amount reported was less than should have been claimed. School claimed only 5 1/2 labor hours for an employee when documentation shows employee worked 6 hours.

Corrective Action:

The SFA agrees to conduct a double check of FFVP cost documentation. Additional response not required.



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Vigo County School Corp (8030)

Fuqua Elementary School (8537)
3250 Maple Avenue
Terre Haute, IN 47804-1727

Food Service Contact
Mrs. Kayte Howard
Cafeteria Manager
(812) 462-4304

Month of Review: March 2020
Date of Onsite Review: May 11, 2020

No Findings during Site 8537 Review



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Vigo County School Corp (8030)

McLean Education Center (Alt) (8612) Food Service Contact
3250 Maple Avenue
Terre Haute, IN 47804-1727
Ms. Becki Miller
Cafeteria Manager
(812) 462-4330

Month of Review: March 2020
Date of Onsite Review: May 11, 2020

No Findings during Site 8612 Review

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Terre Town Elementary School (8607) Food Service Contact

3250 Maple Avenue
Terre Haute, IN 47804-1727

Ms. Linda Wright
Cafeteria Manager
(812) 462-4385

Month of Review: March 2020

Date of Onsite Review: May 11, 2020

Meal Components & Quantities - Terre Town Elementary School (8607)

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

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation during the Review Period, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. On several days the breakfast production records indicated that the number of servings of fruit prepared was not enough for the number of meals served. Additionally, on several days the breakfast production records indicated that some students did not select a fruit with their meal even though enough fruit was available to select.

Corrective Action:

The SFA ensures that enough of each meal component will be produced and served to allow for complete reimbursable meals. Managers will be trained on the importance of complete and accurate production records. Staff on the serving line will ensure students select at least the minimum components to create a meal, including at least 1- 1/2 cup serving of fruit or vegetable. Training will be documented as part of professional standards requirements.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

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. On two days the portion size of fruit offered for breakfast was insufficient as only 1-1/2 cup choice was recorded.

Corrective Action:

The SFA will provide training to staff regarding the meal pattern component and portion size requirements. Again, the training will emphasize the importance of ensuring the production record accurately reflects the amount of food prepared.

Technical Assistance:

The school was provided technical assistance via email and phone conversation with the food service director.

411. Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions

Technical Assistance:

The following technical assistance notes were discussed with the food service director:

- The analysis provided only analyzed 100-1/2 cup fruit servings. Since the meal pattern requires 1 cup the calories were low and the analysis was disregarded due to inaccuracies.
- Production Record format:

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-OVS does not need a column- it can be just a yes or no check box at the top. (You cannot use OVS for a single component.)

-The component column should also list the amount contributed (i.e., 2 grains).

-The adult/a la carte servings are not always separated on the production record. There is an a la carte section on the bottom of the production record but in many instances it is not completed when adult meals are served. Adult portions should be separated from student portions to better determine if reimbursable meals were selected. For example, 3/6 at McLean for breakfast 28 juices were served but only 23 meals purchased. This also would indicate students are served more than 1 juice per breakfast meal daily.

• For all sites reviewed, lunch production records did not specify the fresh vegetables served. They are listed as "assorted fresh vegetables." It was confirmed through purchase records that baby carrots are served at least once a week as part of the fresh vegetable assortment. The hot vegetable planned did not include a red/orange vegetable. Since the production record does contain pre-completed rows for many fresh vegetables I would recommend eliminating the "assorted vegetable" row so you can get sub-group credit for the fresh vegetables you serve.