

SPENCER COUNTY PUBLIC SCHOOLS
Board of Education Agenda Item

Item # _____ Meeting Date: September 28, 2015

Topic/Title: NSLP 3-Year Review and SFSP 3-Year Review

Presenter: Brett Beaverson

Origin

- ☒ Topic presented for information only (*no board action required*).
- ☐ Action requested at this meeting.
- ☐ Item is on the consent agenda for approval.
- ☐ Action requested at future meeting, _____ (date).
- ☐ Board review required by –
 - ☐ State or federal law or regulation
 - ☐ Board of Education policy
 - ☐ Other _____

Previous Review, Discussion or Action

- ☒ No previous Board review, discussion or action
- ☐ Previous review or action

Date: _____

Action: _____

Background/Summary of Information

NSLP

During the 14-15 SY SCPS School Nutrition underwent a 3-year National School Lunch Program (NSLP) review. This is the first review under the HHFKA 2010 and was extremely involved regarding many new standards. The previous review results were never received because the reviewer retired without submitting a completed review.

While we are very proud of the result of the review, the finding that resulted in fiscal action is frustrating. Several free and reduced applications were pulled for review and a single, “No Income”, check box was unchecked on some applications. There is no difference in the calculation and determination of status, yet the application is considered “incomplete” and unless further action is taken, it should be “denied”. Upon challenging the decision on fiscal action it was determined there is enough evidence and regulation an appeal would not result in a reversed decision. Beginning in the 2015-16 SY the F/R application no longer has the “no income” check box. Below is the calculation of disallowed applications resulting in the fiscal action.

	Original Meal Count Review Period (March)	Corrected Meal Counts Review Period (March)	Original Meal Count Day of Review Month (April)	Corrected Meal Counts Day of Review Month (April)
Lunch				
<i>Free</i>	4475	4138	3605	3331
<i>Reduced</i>	618	500	502	406
<i>Paid</i>	4838	5293	4103	4464
<i>Total</i>	9931	9931	8210	8201
			(9 non-reimbursable meals)	

The other finding was not having proof that determination letters were sent to households. No fiscal action resulted in this finding. Our contention is merely making copies of the letter, as they suggested, still doesn't prove determination letters were sent. We were able to show postal expenses which still proves nothing.

During the on-site review it was discovered the croutons on the salad were not whole-grain and the parfaits were being sold in the ala carte line. With everything else that was evaluated, I am extremely pleased with our operation.

Attached are additional documents relevant to the review.

SFSP

During the 2015 summer the Summer Food Service Program (SFSP) was reviewed and resulted in no findings. The SFSP Review Closing email is attached.

Impact on Resources (REQUIRES FINANCE OFFICER'S INITIALS OF REVIEW)

_____ **Finance Officer**

Timetable for Further Review or Action: N/A

SUPERINTENDENT'S RECOMMENDATION

School Nutrition Programs

SNP Review Findings

10110 Status: Active
Spencer County
DSA:
207 W MAIN ST
TAYLORSVILLE, KY 40071-8619
Type of Agency: Educational Institution
Type of SNP Organization: Public

Corrective Action Documents

Review ID: 1318

Total CADs Required



CAD Counts

Total Number of CADs: 19
Number of Sponsor CADs: 12
Number of Site CADs: 7
CAD Due Date: 7/27/2015
Sponsor Access Start Date: 7/1/2015
Sponsor Access End Date: 7/27/2015

Review Findings and Corrective Action Documents

Sponsor Findings

Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
0	0	0	0	0	12	12

Action	Area	Question	CAD?	Status	Due Date
View	100 - Certification and Benefit Issuance	111 - Does the SFA use the direct certification notification letter provided by the State agency?	Y	Closed	7/27/2015
View	100 - Certification and Benefit Issuance	130 - Is household notification of denied benefits consistent with FNS requirements? If NO, explain.	Y	Closed	7/27/2015
View	100 - Certification and Benefit Issuance	126 - a. Certification and Benefit Issuance Review Method:	Y	Closed	7/27/2015
View	200 - Verification	215 - a. Did the SFA complete verification by November 15?	Y	Closed	7/27/2015
View	200 - Verification	213 - If applicable, did the SFA's notice of adverse action contain all required information, including notification of appeal rights? If NO, explain.	Y	Closed	7/27/2015
View	200 - Verification	212 - Did the SFA meet the follow-up requirements if the household failed to respond to the request for verification? If NO, explain.	Y	Closed	7/27/2015
View	200 - Verification	211 - Does the SFA's verification notification letter include all required information? If NO, explain.	Y	Closed	7/27/2015
View	200 - Verification	209 - Based on the review of verified applications:	Y	Closed	7/27/2015
View	200 - Verification	208 - When a confirmation review was conducted,	Y	Closed	7/27/2015
View	300 - Meal Counting and Claiming	313 - For each question on the Off-Site Assessment Tool (Questions 300 - 312), do the responses provided demonstrate compliance with FNS requirements and reflect current practices? If NO, explain.	Y	Closed	7/27/2015
View	800 - Civil Rights	808 - For each Off-Site Assessment question (Questions 800-807), do the responses provided demonstrate compliance with FNS requirements? If NO, explain.	Y	Closed	7/27/2015
View	900 - SFA On Site Monitoring	900 - How does the SFA ensure that all schools are meeting program requirements? For example, how and when is monitoring conducted?	Y	Closed	7/27/2015

Site Findings

Site ID	Site Name	Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
1003	Spencer County High School	0	0	0	0	0	7	7

From: McCreary, Althiria - Division of School and Community Nutrition
Sent: Wednesday, September 16, 2015 11:27 AM
To: Jamison, Rebecca <rebecca.jamison@spencer.kyschools.us>
Subject: RE: Question- Direct Cert

Hi Rebecca,

I promise I'm not avoiding you all or ignoring you two; it's just been crazy busy here in the office.

Thank you so much for your email regarding the review. I promise I looked at it ever which way to avoid fiscal action and I couldn't make it work. ☹ I felt absolutely awful. However, it does not take away from the hard work I know you all do each and every day! I know that you all want to do right and take every measure possible to do so. I'm confident in you and know you do good work.

As far as the DC letters, I would suggest that you keep 5-10 copies on file, (make sure your letters are dated). Also, you may want to look for a report within Infinite Campus that provides information as to what type of you generated out of Infinite Campus, (in this case a DC notification letter), and the date it was sent. Most POS will have an option within their system that will allow you to create such letters and can create a report and/or screen that shows what type of letter was sent and the date it was printed/sent; I'm not sure if Infinite Campus has this feature. If you're not sure, I think it would be worth a phone call or email to them to see.

I hope this helps and I hope you all are off to a great school year! Take care!

Sincerely,

Ali McCreary

Office of Administration and Support
Division of Schools and Community Nutrition
Capital Plaza Tower
500 Mero Street
Frankfort, KY 40601
(502) 564-5625 office
(502) 564-5519 fax
althiria.mccreary@education.ky.gov

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From: Jamison, Rebecca

Sent: Monday, September 14, 2015 10:06 AM

To: McCreary, Althiria - Division of School and Community Nutrition

Cc: Beaverson, Brett N. - SCPS Director of Operations

Subject: Question- Direct Cert

Good Morning Alli! I have a quick question. I am trying to prepare the direct cert letters to all families that qualify. The state JUST released the update to include "current enrollments only" so I'm just now able to get them mailed out. I have 639 pages of letters to print and mail...and trying to highlight each child from my direct cert eligibility report to make sure I have included everyone.

Question:

What do I have to do to "prove" that these letters were mailed? In our review, we had a "finding" V-0100 Q. 111 that stated that we need to make sure to mail letters to ALL Direct Cert recipients as referred to in eligibility manual. I understand that and will comply...but do I have to print out all 639 letters twice and keep a copy?? I'm not sure how to prove these were mailed?? I'm highlighting each student....but not sure if that will prove anything. I am curious because as you know...I also mailed out second notices for verification and although report stated that they were printed....I didn't copy the letter, so was a "finding" that I couldn't prove they were mailed.

I'm just not sure how to handle this since it's such a large amount of paper. I appreciate any advice you can give me! ☺

Thanks!

Have a great day!

Rebecca

From: McCreary, Althiria - Division of School and Community Nutrition
Sent: Sunday, August 23, 2015 6:57 PM
To: Beaverson, Brett N. - SCPS Director of Operations <brett.beaverson@spencer.kyschools.us>; Jamison, Rebecca <rebecca.jamison@spencer.kyschools.us>
Cc: Crouch, Valerie - Division of School and Community Nutrition <valerie.crouch@education.ky.gov>
Subject: Spencer Co. Fiscal Action

Good afternoon Brett and Rebecca,

The SFA 1, the applications used to record the applications on the SFA 1 and the fiscal action forms used to determine the fiscal action are now loaded in CNIPS: School Year 2014-2015 > Compliance > Review Tracking > Details > Review Attachments.

Below, I have also referenced the **August 2014 Eligibility Manual for School Meals-Determining and Verifying Eligibility** to help explain why the applications were determined incomplete and what we use to determine errors on applications for all districts.

Page 30:

INCOME ELIGIBILITY

Those households applying for meal benefits for their children who are not:

- Eligible through categorical eligibility under Assistance Programs;
- Eligible through Other Source Categorical Eligibility; or
- Foster children must submit an application and be determined eligible for meal benefits based on household size and income.

A complete application must provide:

- Names of all household members;
- Amount and source of current income for each member and the frequency of the income;
- Signature of an adult household member; and
- Last four digits of the social security number of the adult household member who signs the application or an indication that the household member does not have one.

Page 33:

INDICATING INCOME AND INCOME SOURCES

Each household **must** provide the total amount of their current income. Income **must** be identified with the individual who received it, and the source of the income (wages, Social Security, etc.). Each household member who does not have income must also be identified and must have an indication of zero income on the application. Zero income may be indicated by checking a "no income" box, by writing in "zero" or "no income" or by inserting \$0.

Applications where no income information is provided are considered incomplete. The LEA must follow up with the household to determine their status as "zero" income or their current income.

DETERMINATION BASED ON INCOME

It is the responsibility of the determining official to compute the household's total current income and compare the total amount to the appropriate IEG.

- LEA officials must determine countable income (see *Part 4C: Determining Household Reportable Income*).
- Households that submit a complete application indicating total household income at or below the income limits for free or reduced price benefits must be approved for free or reduced price benefits, as appropriate.
- Households that submit an incomplete application cannot be approved if required information is missing; information must be obtained before an eligibility determination can be made.
 - To get the required information, the school may return the application to the household or contact the child's parent or guardian either by phone or in writing, including e-mail. The determining official should document the details of the contact, and date and initial the entry.
 - Applications missing the signature of an adult household member must be returned to the household for a signature.
 - Every reasonable effort should be made to obtain the missing information prior to denying the application.

If you have any questions and/or concerns, please feel free to contact me.

Thank you!

Ali McCreary

Office of Administration and Support
Division of Schools and Community Nutrition
Capital Plaza Tower
500 Mero Street
Frankfort, KY 40601
(502) 564-5625 office
(502) 564-5519 fax
althiria.mccreary@education.ky.gov

From: McCreary, Althiria - Division of School and Community Nutrition
Sent: Thursday, August 20, 2015 6:08 PM
To: Beaverson, Brett N. - SCPS Director of Operations <brett.beaverson@spencer.kyschools.us>
Subject: Re: Administrative Review Fiscal Action letter

I understand Brett; I really do. I think once I send you and Rebecca the documentation, you will see what happened. Please do not hesitate to contact me once I send it to you if you have any questions and/or concerns.

Sent from my iPhone

On Aug 20, 2015, at 5:01 PM, Beaverson, Brett N. - SCPS Director of Operations <brett.beaverson@spencer.kyschools.us> wrote:

No worries. That message was supposed to be for Rebecca! :)

From: McCreary, Althiria - Division of School and Community Nutrition
Sent: Thursday, August 20, 2015 5:52 PM
To: Beaverson, Brett N. - SCPS Director of Operations <brett.beaverson@spencer.kyschools.us>
Subject: Re: Administrative Review Fiscal Action letter

I understand, but your review was not based on this upcoming years, application format. Everyone that was reviewed were assessed fiscal action based on the format of the application based on the year in which they were reviewed. I'll be sure to send you all the documentation for you to review.

Ali

Sent from my iPhone

On Aug 20, 2015, at 4:38 PM, Beaverson, Brett N. - SCPS Director of Operations <brett.beaverson@spencer.kyschools.us> wrote:

That column does even exist now. This isn't right.

Sent from my HTC on T-Mobile 4G LTE

----- Reply message -----

From: "McCreary, Althiria - Division of School and Community Nutrition" <althiria.mccreary@education.ky.gov>
To: "Gordon, Rebecca" <rebecca.gordon@spencer.kyschools.us>
Cc: "Justice, Steve - Division of School and Community Nutrition" <steve.justice@education.ky.gov>, "Beaverson, Brett N. - SCPS Director of Operations" <brett.beaverson@spencer.kyschools.us>, "Crouch, Valerie - Division of School and Community Nutrition" <valerie.crouch@education.ky.gov>

Subject: Administrative Review Fiscal Action letter

Date: Thu, Aug 20, 2015 5:20 PM

Hi Rebecca,

As soon as I return, I will send you a copy of the SFA 1, which is what we use to record your application errors, the fiscal action forms, which actually calculates the amount of fiscal action, and the actual applications with errors. The majority of the errors were due to the "no income" column and/or names of household members with or without income being properly completed which deems the application incomplete and therefore denied until corrected. I recorded all applications as being corrected on April 15, 2015 which is the first day we were onsite and you corrected them, (via an upload in CNIPS).

Again, I will get this info. to you asap so you may review it. Thank you for your time and concern.

Sincerely,

Ali

Sent from my iPhone

On Aug 20, 2015, at 3:08 PM, Gordon, Rebecca
<rebecca.gordon@spencer.kyschools.us> wrote:

<image001.gif>

Can you please send me an explanation of what was missing/incorrect on the applications that caused this cost in reimbursement? Was it due to families not checking the "No Income" box?? I really need further clarification.

Thanks!

Rebecca

From: Beaverson, Brett N. - SCPS Director of Operations

Sent: Thursday, August 20, 2015 3:35 PM

To: Gordon, Rebecca <rebecca.gordon@spencer.kyschools.us>

Subject: Fwd: Administrative Review Fiscal Action letter

Sent from my HTC on T-Mobile 4G LTE

----- Forwarded message -----

From: "Smither, Tonya - Division of School and Community Nutrition"

<tonya.smither@education.ky.gov>

To: "Adams, Charles (Superintendent)" <charles.adams@spencer.kyschools.us>

Cc: "Beaverson, Brett N. - SCPS Director of Operations"

<brett.beaverson@spencer.kyschools.us>, "McCreary, Althiria - Division of School and Community Nutrition" <althiria.mccreary@education.ky.gov>, "Crouch, Valerie - Division of School and Community Nutrition" <valerie.crouch@education.ky.gov>, "Mason, Brent - Division of School and Community Nutrition" <brent.mason@education.ky.gov>

Subject: Administrative Review Fiscal Action letter

Date: Thu, Aug 20, 2015 3:16 PM

<image001.gif>

Please find your Administrative Review Fiscal Action letter, CAD instructions, Appeal Guidelines and Corrected Claim Numbers report attached. Thank you!

Tonya J. Smither

Kentucky Department for Education
Division of School and Community Nutrition

Support Branch

500 Mero Street, 23rd Floor

Frankfort, KY 40601

(502) 564-5625 ext. 4938

(502) 564-5519 fax

Tonya.Smith@education.ky.gov

<http://www.education.ky.gov/>

<https://cnips.education.ky.gov/>

[USDA Nondiscrimination Statement](#)

<Spencer County Fiscal Action Letter signed 14-15.pdf>

<CAD instructions V2.docx>

<Appeal Guidelines - NSLP.doc>

<Spencer County HS Corrected Claim Numbers-Lunch.xlsx>



Steven L. Beshear
Governor

Terry Holliday, Ph.D.
Commissioner of Education

**EDUCATION AND WORKFORCE DEVELOPMENT CABINET
DEPARTMENT OF EDUCATION**

Capital Plaza Tower • 500 Mero Street • Frankfort, Kentucky 40601
Phone: (502) 564-4770 • www.education.ky.gov

August 20, 2015

Charles Adams, Superintendent
Spencer County Public Schools
207 W. Main St.
Taylorsville, KY 40071

Dear Superintendent Adams:

Attached are instructions for accessing and reviewing findings noted on the Administrative Review for the week of April 15, 2015 for Spencer County. The review is a requirement of federal regulations of the National School Lunch and Breakfast Programs.

All finding responses along with required documentation have been received and approved.

Fiscal action is required for the National School Lunch Program in the amount of \$2144.96. This fiscal action is due to incorrect/incomplete student applications.

With the recalculation of meals for Spencer County completed you will now need to file an adjusted claim for the months of March 2015 and April 2015. The corrected claim information is attached.

Fiscal action will also be assessed for the School Breakfast Program in the amount of \$492.64. This fiscal action is due to incorrect/incomplete student applications. Since the School Breakfast Program fiscal action falls below the \$600 threshold per program, the amount of that fiscal action will be disregarded.

Pursuant to 7 CFR 210.18(j), a School Food Authority ("SFA") participating in the National School Lunch Program may appeal the denial of all or a part of the Claim for Reimbursement or withholding payment arising from administrative or follow-up review activity conducted by the Division of School and Community Nutrition. Should you decide to appeal, you must do so within fifteen (15) days of the receipt of this letter. Please follow the procedures exactly as failure to do so may result in the denial of your appeal. Appeal guidelines are attached.

Charles Adams
Page 2
August 18, 2015

The Kentucky Department of Education, Division of School and Community Nutrition, apologizes for the delay and for any inconvenience in notifying you that fiscal action has been assessed. We wish to express our appreciation to Brett Beaverson for the time, assistance and cooperation extended to our staff during the review.

If you have questions concerning the review or this report, please feel free to contact me at 502-564-5625, extension 4912.

Sincerely,

A handwritten signature in black ink that reads "Valerie Crouch, SNS". The signature is written in a cursive, flowing style.

Valerie Crouch, Branch Manager
Division of School and Community Nutrition

Attachments: Appeal Guidelines
Corrected Claim Information

cc: Brett Beaverson, Food Service and Nutrition Director
Ali McCreary

Steven L. Beshear
Governor



Kevin C. Brown
Interim Commissioner of Education

**EDUCATION AND WORKFORCE DEVELOPMENT CABINET
DEPARTMENT OF EDUCATION**

Capital Plaza Tower • 500 Mero Street • Frankfort, Kentucky 40601
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September 8, 2015

Mr. Charles Adams, Superintendent
Spencer County Board of Education
207 W. Main Street
Taylorsville, KY 40071-8619

RE: ADMINISTRATIVE PROGRAM REVIEW

Thank you for your response to the review of the Child Nutrition Programs. Your response has been reviewed and is acceptable. The review is **officially closed**.

Thank you for the cooperation extended to Ali McCreary during this review.

If you have any further questions, please feel free to call this office at (502) 564-5625.

Sincerely,

A handwritten signature in cursive script that reads "Valerie Crouch, MS".

Valerie Crouch, Branch Manager
Division of School and Community Nutrition

CC: Brett Beaverson
Ali McCreary

Steven L. Beshear
Governor



Kevin C. Brown
Interim Commissioner of Education

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September 8, 2015

Mr. Charles Adams, Superintendent
Spencer County Board of Education
207 W. Main Street
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Sincerely,

A handwritten signature in cursive script that reads "Valerie Crouch, MS".

Valerie Crouch, Branch Manager
Division of School and Community Nutrition

CC: Brett Beaverson
Ali McCreary

From: Willmarth, Cyndi - Division of School and Community Nutrition
Sent: Monday, August 24, 2015 11:51 AM
To: Jamison, Rebecca <rebecca.jamison@spencer.kyschools.us>
Subject: SFSP Review Closed

Hi Rebecca,

Your 2015 SFSP Review is officially closed. Your sponsor review had no findings. Congratulations on a well-run program!

All the best to you and your staff in your 2015-2016 school year. We look forward to working with you in the Summer of 2016!

Cyndi

Cyndi Willmarth, MEd

Child Nutrition Consultant/Summer Food Service Program
Kentucky Department of Education
School and Community Nutrition
500 Mero Street, 23rd Floor
Frankfort Kentucky 40601
Phone: 502-564-5625 Extension 4911
Fax: 502-564-5519
Cyndi.willmarth@education.ky.gov

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