

**SNP Reviews
Findings Details**

119-35-740-2 Status: Active

SCRANTON SCHOOL DISTRICT

DBA: SCRANTON SD

425 North Washington Avenue

Scranton, PA 18503

County: LACKAWANNA

Vendor No.: 141756-001

FEIN: 246001221

Organization Type: Public

Sponsor Type: A. Public School

Review Findings and Corrective Action Documents

Review ID: 24898

Form: 700 - Resource Management

Question: 709
With the exception of milk, did the SFA sell Smart Snacks*, second entrees, and/or catering?

Finding ID: V-0700
Resource Management requirements are not met.

Finding Description

Add Standard Comment:

**Reference Regulation 7 CFR 210.14 Resource Management
Reference Regulation 7 CFR 210.19 Additional Responsibilities
Food Service Management Contract: Standard Terms and Conditions**

The School Food Authority's (SFAs) Food Service Management Company (FSMC) is invoicing organizations and payment is remitted directly to the FSMC rather than through the Nonprofit School Food Service Account (NSFSA).

Required Corrective Action:

Add Standard Comment:

Technical Assistance:

7 CFR 210.14(a) Nonprofit school food service. School food authorities shall maintain a nonprofit school food service. Revenues received by the nonprofit school food service are to be used only for the operation or improvement of such food service, *except that*, such revenues shall not be used to purchase land or buildings, unless otherwise approved by FNS, or to construct buildings... School food authorities may use facilities, equipment, and personnel supported with nonprofit school food revenues to support a nonprofit nutrition program...

7 CFR 210.19(a)(1) Assurance of compliance for finances. "Each State agency shall ensure that school food authorities comply with the requirements to account for all

revenues and expenditures of their nonprofit school food service. School food authorities shall meet the requirements for the allowability of nonprofit school food service expenditures in accordance with this part and, 2 CFR part 200, subpart D and USDA implementing regulations 2 CFR part 400 and part 415, as applicable...

FSMC Contract: Standard Terms and Conditions 1F

All income accruing as a result of payments by children and adults, federal and state reimbursements, and all other income from sources such as donations, special functions, grants, loans, etc., shall be deposited in the SFA's non-profit school food service account. Any profit or guaranteed return shall remain in the SFA's non-profit school food service account. The guaranteed return can be no less frequent than yearly. This is a non-profit program and, as such, the SFA's non-profits school food service account should retain a maximum balance of three (3) months operating expenses on hand as is required under Title 7 CFR 210.9(b)(2).

Upon review of the catering/special function invoice provided by the SFA, the State Agency (SA) found the FSMC is providing catering services outside of the NSFSA. The FSMC Aramark billed the Scranton School District directly. Also, on the invoice, the billed organization is instructed to remit payment to Aramark. All transactions must go through the NSFSA. The FSMC must invoice the NSFSA for the catered event, the NSFSA or Scranton School District Food Service Account then invoices the organization.

In response to this corrective action, the SFA must:

1. Complete the Nonprogram Foods 2021-22 training on the School Nutrition Toolbox. The training can be found at the School Nutrition Toolbox
2. The FSMC must immediately stop billing organizations directly and all revenues from the sale of any nonprogram foods must accrue to the NSFSA.
3. Provide documentation to show how the special functions will be handled moving forward.
 - a. Provide a copy of an invoice to show school letterhead and payment to be remitted to the Scranton School District Food Service or some form on the food service/cafeeteria account.
4. Provide an updated nonprogram food pricing policy to include catering/special functions.
5. Identify the person, by position, who will ensure all special function/catering services will be billed appropriately.

Special Instructions:

Sponsor Corrective Action Response:

Attached are the SFA 2021-22 Nonprogram Foods Training Certificates, documentation to show how the special functions will be handled, copies of invoices and an updated Nonprogram Food Policy to include catering/special functions

Document Attachments

A sponsor may submit supplemental information related to their Corrective Action by selecting the 'Add an attachment' link.

Action	File Name	Description	Date	User
View	Nonprogram Foods Training Certificates.pdf		06/07/2022	Patricia Lucas
View	Food Service Standard Operating Process and Procedure.pdf		06/07/2022	Patricia Lucas
View	Non-food program policy 2022-2023sy.pdf	Updated Non-Food Program Policy	06/08/2022	Patricia Lucas

Finding Tracking

Current Status: Closed ▼

Corrective Action Required: Action Required ▼

Due Date: 6/10/2022

Reviewer Response to CAD:

Dates

Submitted for Acceptance: 6/8/2022

Accepted by Reviewer: 6/8/2022

Created By: acromyak on: 4/25/2022 12:49:30 PM Modified By: acromyak on: 6/8/2022 10:57:20 AM

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SNP Review Technical Assistance

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Sponsor Type: A. Public School

Review ID: 24898

Sponsor Technical Assistance



Action	Form	Question	Date	Comments
View	1200 - Professional Standards	1217 - a. Please describe the frequency (i.e. annually, quarterly, monthly etc.) in which training hours are being tracked. (i.e. entered into a tracking mechanism.)	03/08/2022	PA sponsors are encouraged to use Primero Edge's Team Work (www.paschoolmealsses.com) for logging annual training. The State agency (PDE) validates the answers you answered in the off-site questions using Team Work. Please do your best to make sure all staff with a role in administering and operating your school nutrition programs are entered in Team Work and classified under the appropriate "CEU Requirement Level," and that training is entered as they are completed. For assistance using Team Work, please contact CN Resource at: pahelp@cnresource.com , 1-855-286-7685. These concise, targeted videos will walk you through every sections of the Team Work software : www.primeroedge.com/my-team-work A recorded webinar is available on Download Forms to help you learn how to use team work: PDE-SNP-37008 Team Work in Primero Edge Training Resources
View	1200 - Professional Standards	1213 - Verify the SFA's response to Q1203 on the Off-site Assessment Tool.	03/08/2022	Please remember that all SNP Directors are required to attain 8 hours of food safety training every 5 years. If you have not completed training in the last 5 years, please contact PDE to help you locate training. Food Safety in Schools is a free online food safety training that can be used to meet the eight (8) hours of food safety training required for new school nutrition directors, and/or for the requirement for at least eight (8) hours of food safety training every five (5) years. It appears to function better in Google Chrome. https://thelcn.docebosaas.com/learn/course/external/view/elearning/21/food-safety-in-schools/ See PEARS, Download Forms, Food Safety section for PDE Memo 12105 regarding food safety training requirements.

Site Technical Assistance: (JOHN G WHITTIER #2)

Add Site Technical Assistance

Site Technical Assistance: (MCNICHOLS PLAZA)

Add Site Technical Assistance

Site Technical Assistance: (WEST SCRANTON HS)

Add Site Technical Assistance

SNP Review Commendation

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Organization Type: Public

Sponsor Type: A. Public School

Sponsor Level Commendations

Action	Description
View	All review documentation was organized and readily available.

Site Level Commendations (WEST SCRANTON HS)

Action	Description
View	Food Service Staff were friendly and helpful in answering questions.

Site Level Commendations (JOHN G WHITTIER #2)

Action	Description
View	Food Service staff were friendly and knowledgeable about NSB/NSLP components.

Site Level Commendations (MCNICHOLS PLAZA)

Action	Description
View	FFVP was observed at this site. The teachers and other staff do a good job with promoting the program and distributing the items/handouts.

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