



SNP Administrative Review Findings

Bashor Home of the UMC Inc
(K060)

Program Year 2024

Bashor Home of the UMC Inc (K060)

62226 County Road 15
Goshen, IN 46526-0843

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 7 / 2
Month of Review: February 2024

Commendations

- * Staff were willing to work with reviewers to correct issues as they were noted during the review.
- * Kitchen staff served a variety of entrees, vegetables, and fruit throughout the week. Children had many different choices at breakfast.

Technical Assistance

- * Kitchen staff need to complete Civil Rights Training before April 19, 2024. This is an annual training and must be updated every year.
- * Ensure that all unit staff understand that when serving a fruit or vegetable component in the After School Snack Program, the students need to have 3/4 cup. They must receive two different components from one of the four component groups, grain, milk, meat/meat alternate, or fruit/vegetable, in the correct serving size to be able to count the snack as a reimbursable snack.
- * Items approved for Smart Snack refer to a la carte items for sale to the students from midnight until 30 minutes after the end of the school day. Snacks served with the After School Program must meet the same crediting requirements as those items served for lunch. A bag of grain-based chips must meet the 1 oz. creditable requirements.

General Program Compliance - Bashor Home of the UMC Inc (K060)

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Finding 9009: SFSP Outreach

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

Corrective Action:

The SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites. As corrective action, the End of School Year Reminders and Updates Moodle Training must be completed. The training certificate must be provided to the State Agency as proof of corrective action.

Technical Assistance:

USDA Policy Memo SP 07-2014, SFSP 07-2014 Expanding Awareness and Access to Summer Meals can be read at the following link: https://fns-prod.azureedge.us/sites/default/files/resource-files/SP07_SFSP07-2014os.pdf.



Program Year 2024

Faith (Z009)

62226 County Road 15
Goshen, IN 46526-0843

Food Service Contact

Pam Fisher
Comptroller
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Month of Review: February 2024

Date of Onsite Review: March 27, 2024

Meal Components & Quantities - Faith (Z009)

404. *Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk*

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

Corrective Action:

The SFA is purchasing OVS signage for breakfast to put up in the new cafeteria. **Documentation that the signage has been purchased or downloaded is to be emailed to the Field Specialist.**

Technical Assistance:

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

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

Finding 10139: Production Records

The following issues were noted with production records: production records are not completed daily for the following meal type: Breakfast and Lunch.

Corrective Action:

As corrective action completed breakfast and lunch production records for one week must be submitted to the State Agency. Additionally, a production record of the food sent up to Faith from the main kitchen for both breakfast and lunch should be a regular part of meal documentation.

501. *Cafeteria staff have been trained on OVS*

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

Kitchen staff have not completed offer versus serve training.

Corrective Action:

Staff working in the cafeteria are to complete offer versus serve training. **Documentation of completion is to be emailed to the Field Specialist.**

Technical Assistance:

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



Program Year 2024

General Program Compliance - Faith (Z009)

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

Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.

The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year.

Corrective Action:

The SFA is to complete the on-site review and email a copy of the review to the Field Specialist.

Technical Assistance:

It was determined that two sites are now recording meal counts, thus the on-site review form is to be completed.

1406. *The most recent food safety inspection report is posted in a publicly visible location*

Finding 9147: Food Safety Inspection Report

The most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

A copy of the Health Inspection Report is to be posted at this site. If posted as discussed in the exit conference, no further action is required.



Program Year 2024

Geyer (Z010)

62226 County Road 15
Goshen, IN 46526-0843

Food Service Contact

Pam Fisher
Comptroller
(574) 875-5117

Month of Review: February 2024

Date of Onsite Review: March 27, 2024

Other Federal Programs - Geyer (Z010)

4. Validate snack counts – snacks properly counted and claimed?

Finding 9221: Snacks are not being properly counted and claimed.

The snack counts claimed for reimbursement for the review period and day of review could not be validated. One day during the review period, the count was incorrectly added.

Corrective Action:

All meal counts must be recorded at the time of service (when a complete snack is given to each child). **As corrective action, the sponsor must create and submit a written standard operating procedure for snack meal counting. Two persons are to total the counts and sign off on the tally sheet.**

Technical Assistance:

The reviewer discussed with the finance director that two persons should be tally the meal counts and signing off when completing the task.

Meal Counting & Claiming - Geyer (Z010)

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

Corrective Action:

A meal counting procedure is to be developed describing how meal counts will be taken on the line as each meal is served. The procedure also needs to include that two people will validate and signoff on the tally sheet and any consolidation sheets before the monthly claim is entered. A copy of the procedure is to be emailed to the Field Specialist.

Meal Components & Quantities - Geyer (Z010)

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

Finding 10139: Production Records

The following issues were noted with production records: Production records were incomplete.

Corrective Action:

As corrective action completed breakfast and lunch production records for one week must be submitted to the State Agency.

Technical Assistance:

The reviewer discussed with the food service director how the number of servings served for each component is to be recorded on the production record.



Program Year 2024

501. Cafeteria staff have been trained on OVS

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

Kitchen staff have not completed offer versus serve training.

Corrective Action:

Staff working in the cafeteria are to complete offer versus serve training. **Documentation of completion is to be emailed to the Field Specialist.**

Technical Assistance:

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

General Program Compliance - Geyer (Z010)

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

Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.

The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year.

Corrective Action:

The SFA is to complete the on-site review and email a copy of the review to the Field Specialist.

Technical Assistance:

It was determined that two sites are now recording meal counts, thus the on-site review form is to be completed.

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The food storage facility is improperly organized with meat stored on shelves above soup.

Corrective Action:

Staff immediately corrected the problem on-site. **Staff are to review the Standard Operating Procedures on how to properly store food in the refrigerator. Documentation of the training is to be emailed to the Field Specialist.**

Technical Assistance:

The reviewer discussed with the food service director on the importance of storing food following the specific guidelines learned in the ServSafe courses.

1410. Location of the agricultural food components used

Finding 9000: Juice products served not creditable in SBP, NSLP or After School Snack Program.

Cranberry Juice cocktail is not 100% juice and may not be served for a juice component in SBP, NSLP or After School Snack Program.

Corrective Action:

The staff have agreed to serve the Cranberry Juice Cocktail for the evening meal or snack. **If implemented as discussed, then no further action is required.**

Technical Assistance:

The reviewer explained that only 100% juice may be served and credited as the juice component for SBP, NSLP and After School Snack.