



SNP Administrative Review Findings
Program Year 2024

Bluffton-Harrison MSD (8445)

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805 E. Harrison St.
Bluffton, IN 46714-9020

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 3 / 1
Month of Review: February 2024

Commendations

- * The beautiful and spacious kitchen with a huge walk-in cooler, freezer, and storeroom with rolling carts was so nice. The staff were so nice and helpful. They were all prepared and it was obvious they work conscientiously all school year to meet program requirements. Any issue noted was immediately discussed on how to remedy.

Verification - Bluffton-Harrison MSD (8445)

210. *Direct Verification of selected applications was conducted according to requirements*

Technical Assistance: Direct Verification

One of the four households verified were directly verified but were not reported in this category on the School Food Authority (SFA) Verification Collection Report. The report must accurately reflect what resulted during the verification process. The State Agency appreciated the correction made to the Verification Collection Report during the onsite visit.

211. *SFA's verification notification letter included all required information*

Finding: Verification Notification Letters

The SFA's software program verification notification letters sent to the selected households for verification does not contain all required information.

Corrective Action:

Each year prior to sending out any verification notification letters, compare the software program letters to the state agency letters. This practice will help ensure all the required and up-to-date information is worded correctly in your letters. For corrective action, upload a copy of a corrected verification notification letter via your software program. Lastly, confirm a calendar date reminder that will be used to compare the state agency letter with the software program letter to ensure correctness.

Technical Assistance:

A thorough discussion of this finding was conducted.

Meal Counting & Claiming - Bluffton-Harrison MSD (8445)

313. *On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

Finding: Documenting Field Trip Meal Counts

Field trip meal counts are documented in the morning and are not confirmed during lunch time.

Corrective Action:

A standard operating procedure must be developed and followed to ensure that proper meal count procedures are being followed throughout your district. Use the field trip meal count guidance sheet for a reference when developing the SOP. Upload into the review tool a copy of the SOP.

Technical Assistance:

A copy of the field trip meal count procedures was given to the food service director and superintendent. This was discussed during the exit meeting.



765. Adult Meals

Technical Assistance: Adult Meal Charging

During the administrative review, it was noted that the SFA allows adults to charge meals. There should be no reason to allow adults to charge meals since this is a federal program designed to benefit children. If adults are allowed to charge for meals the district should be collecting interest on any unpaid balances after 30 days, as food service funds may not be used to fund or supplement adult meals. If this practice will continue, please amend the school corporation's charge policy to reflect how adult meal charges will be addressed, collected, added interest after 30 days, and deposited into the food service account.

765. Adult Meals

Technical Assistance: Determining Adult Meal Prices

Please refer to the guidance for pricing adult meals, found here:

https://docs.google.com/document/d/1bkFaCeW7vAkP3PuQd_F7-2sORFEPT87UYek9tGrAlcc/edit

Determining Meal Prices for Adults

Currently the SFA adult prices are adequate, but how to determine the prices for adult meals was unknown. Below is the procedure for calculating adult meal prices. A hard copy of the procedures below was given to the administrators on the day of the exit meeting.

Breakfast and lunch served to adults must be priced so that the adult payment is sufficient to cover the overall cost of the meal. Since the nonprofit food service account cannot pay or subsidize adult meals, schools must appropriately set adult meal prices.

Adult meal prices and student meal prices should not be the same price. Depending on if the building charges students for meals (pricing program) or does not charge students for meals (non-pricing program) will determine how the school will set the necessary adult meal prices.

Adult meals must be the equivalent portion to the student meal. Larger portions or double entrees served to adults must be charged as a la carte.

To calculate adult meal prices for NSLP, take the sum of the student paid price, plus the paid reimbursement, plus .08 cents. SFAs must include an additional .02 reimbursement in the adult pricing formula if they receive the severe-needs lunch rate. The adult lunch price must be equal to or higher than the total.



SNP Administrative Review Findings
Program Year 2024

Bluffton-Harrison MSD (8445)

**Bluffton-Harrison Elementary Schl
(9098)**

805 E. Harrison St.
Bluffton, IN 46714-9020

Month of Review: February 2024

Date of Onsite Review: March 7, 2024

Food Service Contact

Mrs. Robin McCorkle
Food Service Manager
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Meal Components & Quantities - Bluffton-Harrison Elementary Schl (9098)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding: Students with Milk Allergies

If a student has a milk allergy, the school was automatically providing bottled water in place of their milk.

Corrective Action:

If a student has a disability (such as lactose intolerance or a milk allergy), the SFA must provide an appropriate substitute. Water may not be provided to the student as a substitute unless the medical statement specifically states water should be provided. This is important so that the student still receives the same nutrition that regular milk provides. Develop a standard operating procedure for your district for handling students with special dietary needs. Train and disburse the SOP throughout the district. Upload into the review tool a copy of the SOP.

Technical Assistance:

A thorough discussion about this particular finding was conducted after the lunch service review.

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

Finding: Adult Lunch Serving Sizes

While conducting the lunch menu certification, the field specialist observed the portion sizes for adult meals were larger than the student portions for one day according to the production records. After a discussion with the food service director, it was noted the adults were not charged any more for their extra food. As a reminder USDA Child Nutrition Programs should not be subsidizing any adult meals. The adults may buy extras, but their portion sizes for lunch or breakfast must be the same at the students.

Corrective Action:

Develop, implement, disburse throughout your district, and upload into the review tool a standard operating procedure for this requirement. Confirm this SOP will be enforced at all point of sale registers in the district.

Technical Assistance:

This was discussed with the superintendent during the exit meeting.

500. Day of Review- Offer vs. Serve was properly implemented

Finding: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements. Students selected a reimbursable meal but were asked to select an additional item. As a reminder the USDA implemented OVS to help prevent food waste. Having students select an additional food item when they already have a reimbursable meal, defeats this objective.

Corrective Action:

As corrective action, retrain cashiers in OVS requirements via the Moodle Website. Upload into the review tool the Moodle OVS training certificates that the cashiers have completed the OVS training.

Technical Assistance:

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