



SNP Administrative Review Findings

Culver Community Schools Corp (5455)

Program Year 2024

Culver Community Schools Corp (5455)

700 School Street
Culver, IN 46511-1026

No. of Sites / Reviewed: 2 / 1
Month of Review: March 2024

Food Service Contact

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Executive Contact

Mrs. Karen Shuman
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Certification and Benefit Issuance - Culver Community Schools Corp (5455)

140. *Direct Certification – updates to Benefits Issuance documents are made accurately and timely upon receipt of DC updates*

Technical Assistance: Timing of Direct Certification Updates

Technical assistance was provided to the Food Service Director related to the timing of downloading new DC matches and updating student benefit statuses. The FSD was reminded that when a new match list is pulled in CNPweb, that is the certification date for those students and student statuses must be updated at that time and not wait a week or more. This will ensure students are approved for new meal benefits in a timely manner.

Meal Counting & Claiming - Culver Community Schools Corp (5455)

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

Technical Assistance: Charging Policy & Bad Debt Outreach

The school corporation has a board policy in place (po8500-Food Service Program) which addresses meal charges & bad debt, among other food service guidelines. It is not easily located on the website. Information related to meal charges & bad debt should be communicated to households annually, such as in a back-to-school notification from the food service department or included in student handbooks.

General Program Compliance - Culver Community Schools Corp (5455)

810. *The USDA non-discrimination statement is on appropriate Program materials*

Technical Assistance: Use of Full Nondiscrimination Statement

It was noted that the correct full nondiscrimination statement is included on the "MHS Lunch Menu" & "CES Lunch Menu" webpages. However, on the "Nutrition & Other Info" webpage, an outdated link to the full nondiscrimination statement is posted. It should be updated using the current full nondiscrimination statement found here:

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>.

1007. *On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements*

Technical Assistance: Wellness Policy Review & Update

The SFA has a wellness policy in place that meets the minimum requirements. Technical assistance was provided to the Food Service Director and Superintendent regarding stakeholder participation and the need to complete the triennial assessment. They were further reminded to post the results of the assessment on the corporation website.

Triennial Assessment Template: <https://www.in.gov/doe/files/triennial-assessment-template.pdf>.



Program Year 2024

Additional Wellness Policy Resources: <https://www.in.gov/doi/nutrition/wellness-policies/>.

1217. SFA's process and frequency for tracking training hours is sufficient

Technical Assistance: Documentation of Staff Training

The Food Service Director was reminded to include all topics covered on training agendas when conducting staff training. The template linked below can be used.

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:388c5cd8-5ecf-347a-8b54-a75f97924e16>.

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually

At the time of the review, there were non-food service employees who had duties related to the ASSP program who had not completed civil rights training.

Corrective Action:

Annual training for non-food service staff with ASSP responsibilities is a program requirement and should occur before they assume their duties with the program. It was noted that the employee is no longer involved in the day-to-day operations of the ASSP, so no further corrective action will be required at this time. The Food Service Director verbally acknowledged that she understood the requirement and will ensure non-food service staff are trained accordingly before they begin their duties in PY24-25. She will maintain proof of civil rights & ASSP-specific training for all non-food service staff, just as she does for all food service staff.



SNP Administrative Review Findings

Culver Community Schools Corp
(5455)

Program Year 2024

Culver Elementary School (5928)

700 School Street
Culver, IN 46511-1026

Food Service Contact

Mrs. Gretchen Johnson
Food Service Director
(574) 842-3364

Month of Review: March 2024

Date of Onsite Review: April 10, 2024

Meal Components & Quantities - Culver Elementary School (5928)

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*

Technical Assistance: Non-OVS Breakfast Signage

The school is not implementing OVS at breakfast this year, but the OVS breakfast signage was still posted. It should be updated to reflect all components served with breakfast, such as seen in the resources below:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:132da235-e3dc-336b-9563-e647d8165d13>.

<https://winnersdrinkmilk.com/wp-content/uploads/2023/10/23-Elementary-School-Breakfast-NON-OVS.pdf>.

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

Technical Assistance: Production Records

The Cafe Manager & Food Service Director were reminded that the specific food items served at breakfast and lunch need to be indicated on the production records. Instead of "variety of fresh fruit or vegetables" or "fruit juice," the specific varieties served should be noted.

General Program Compliance - Culver Elementary School (5928)

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

Technical Assistance: Date-Marking Inventory

The kitchen was clean & organized, but technical assistance was provided to the Cafe Manager related to implementing a consistent date-marking system throughout the food storage areas to ensure First In, First Out (FIFO) inventory management.

Other Federal Programs - Culver Elementary School (5928)

1700. *ASSP – areas identified requiring TA*

Technical Assistance: Afterschool Snack Program

Areas requiring technical assistance: on the day of the onsite review, Baked Lays were noted as an option for students to choose, along with 3 WG chip varieties. The Field Specialist explained to the Cafe Manager that Baked Lays are not a WG chip and could not be used to meet the grain component. The manager removed them from the grain choices for the day before students arrived. All snacks counted for reimbursement met the ASSP 2-component meal pattern.

Additional technical assistance was provided to ensure portion sizes for each snack component choice were listed on the production record.