



SNP Administrative Review Findings
Program Year 2025

Eastbrook Community School Corp (2815)

Eastbrook Community School Corp (2815)

560 South 900 East
Marion, IN 46953-9629

Food Service Contact

Mrs. Kathryn Bernaix
Food Service Director
(765) 664-1214
kbernaix@eastbrook.k12.in.us

Executive Contact

Mr. Brett L Garrett
Superintendent
(765) 664-0624
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No. of Sites / Reviewed: 3 / 1
Month of Review: October 2024

Commendations

- * The Eastbrook South Elementary kitchen staff were wonderful with the students, treating each one as special and reminding them to select each component if one was missing from their tray. They were also batch-cooking all foods during the entire meal service to make sure all students received hot, fresh foods. The kitchen was very organized and clean. The staff should be commended on a job well done.

Technical Assistance

- * Please update the corporation's meal charge policy and meal pricing in the student handbook. The SFA is reminded that negative balances cannot be 'written off yearly with school board approval'. All negative balances must be paid with non-federal funds, no matter the amount.
- * Share table procedures were discussed with the FSD and kitchen manager at the reviewed school. There is a great need for additional food at the school. The reviewer provided suggestions on making the best use of share table items.
- * The SFA is reminded to be consistent when charging for extra entrees. If there are three foods included in an entree (ex. mini pancakes, sausage link, and eggs), the extra entree should include all these foods, not just a portion (ex. sausage and eggs).
- * The kitchen staff expressed interest in expanding their cycle menu and including more scratch cooking. The SA reviewer discussed options with them and how to begin researching standardized recipes. Scratch cooking is a wonderful way to include more nutritious, high-quality foods within the menu.

Certification and Benefit Issuance - Eastbrook Community School Corp (2815)

126. Certification: selected applications correctly approved.

Finding 9000: Processing Income Applications

Of the income applications pulled for review, a small number were processed without using all reported household income. However, after processing correctly, the previously determined eligibility did not change. The SFA is reminded to always double-check all areas of the application to ensure all income has been included.

Corrective Action:

The SFA discussed proposed correction to their application processing procedures. They will have someone validate 10% of all income applications submitted in paper form as a double check. **No further corrective action is required.**



SNP Administrative Review Findings
Program Year 2025

Eastbrook Community School Corp (2815)

Eastbrook South Elementary (2263)

560 South 900 East
Marion, IN 46953-9629

Food Service Contact

Mrs. Rosie Tedder
Kitchen Manager
(765) 998-2550

Month of Review: October 2024

Date of Onsite Review: November 13, 2024

Meal Components & Quantities - Eastbrook South Elementary (2263)

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding 9000: Teacher-only options

The school had a teacher-only salad bar. Time spent preparing foods should always focus on serving the students healthy, nutritious, high quality meals. If food is served to adults, it should be available to students or the adult salad bar repriced to reflect the cost of labor and food and an upcharge of the non-program revenue percentage added.

Corrective Action:

The SFA will add salads to the daily menu as an entree option for the students. In doing so, they can continue with the teachers' salad option. **No further action is required.**

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

Technical Assistance - Milk component

Add milk to the monthly menu to show the planned menu is compliant with meal pattern requirements.

General Program Compliance - Eastbrook South Elementary (2263)

1408. Temperature logs are available

Technical Assistance - Food Safety Plan

The SFA is reminded to keep the food safety plan up-to-date with templates that are currently used in the kitchens, specifically temperature logs.