



SNP Administrative Review Findings Program Year 2025

CSC of Eastern Hancock County (3145)

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10370 E 250 N
Charlottesville, IN 46117-9725

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 3 / 1
Month of Review: January 2025

Commendations

- * The free and reduced applications selected for the review were processed correctly. The staff did a great job documenting clarification that took place with households. This practice quickly answered questions by the reviewer.
- * The SFA has emphasized succession planning in the food service director role. With the FSD planning for retirement, the SFA hired an assistant FSD to work learning the responsibilities.
- * The cashiers have a clear understanding of Offer vs. Serve (OVS) at breakfast and lunch. OVS signage was posted everywhere to be easily referenced by the cashiers and students.

Technical Assistance

- * Training documentation on food safety standard operating procedures should be stored in the food safety manual. The SFA might consider participating in the Fresh Fruit and Vegetable program. More information can be found at <https://www.in.gov/doe/files/FFVP-Fact-Sheet.pdf>.

Verification - CSC of Eastern Hancock County (3145)

214. Updates to the Benefits Issuance list were made in the appropriate timeframes when verification resulted in changes to student eligibility

Technical Assistance: Notification of Adverse Action

The SFA used operating days instead of calendar days for notification of adverse action of the final verification decision, resulting in households receiving the greater benefit past the 10-day timeframe. The reviewer provided technical assistance during the onsite review of the verification notification requirements.

Meal Counting & Claiming - CSC of Eastern Hancock County (3145)

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

Finding 9000: Local Charge Policy and Unpaid Meal Policy Procedures

During the onsite review, it was observed that the written local meal charging procedures were not implemented.

Corrective Action:

Families participating at the reduced or paid rate are expected to pay for their children's meals. When a child does not have the funds needed to pay for their meal, it is a difficult situation for both the child and the school. **For corrective action, the SFA must revise the meal charge procedures to align with current practices. Submit a copy of the revised meal charging procedures to the State agency.**

Technical Assistance:

On-site technical assistance was provided using the USDA Unpaid Meal Charges Talking Points:

<https://fns.usda.gov/sites/default/files/cn/UnpaidMealChargesAdaptableTalkingPoints.docx>. An example template of meal charging procedures can be found here: https://www.in.gov/doe/files/charging-procedure-template_0.docx.



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

Finding 9000: Documenting Meal Count for Field Trips

Field trip meal counts are not documented at the point of service.

Corrective Action:

SFAs must establish a local meal counting and claiming procedure to count field trip meals accurately. Meals must be counted at the point of service (POS). The POS is defined as when the student has received the reimbursable meal. **For corrective action, develop and implement a standard operating procedure for serving/documenting meals during field trips. Submit a copy of the SOP to the State agency.**

Technical Assistance:

A copy of the field trip requirements was given to the SFA during the onsite review. More information regarding field trip meals can be found at the following link:

https://docs.google.com/document/d/1qoe3DiGW5w_1MEID1G3qmZinQn4bc4K6W89I7ms3R40/edit?tab=t.0#heading=h.pz0cbk509kz7.

General Program Compliance - CSC of Eastern Hancock County (3145)

1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements

Technical Assistance: Smart Snacks

Annually, each item sold should be run through the Smart Snack Product Calculator. Although some of the product documentation is outdated, these items were still compliant with Smart Snack standards.

1403. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance: USDA Buy American Provision Updated Policy Guidance

USDA has recently updated guidance to program sponsors regarding Buy American requirements to become effective PY 2025-2026 school year.

For additional information, go here: <https://www.fns.usda.gov/cn/buy-american-provisions>.

To watch a recorded webinar on updates to the Buy American requirements, go here: <https://www.fns.usda.gov/cn/buy-american-provisions/webinar>.

To download a copy of the USDA Buy American tool, go here:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffns-prod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.



SNP Administrative Review Findings
Program Year 2025

CSC of Eastern Hancock County (3145)

Eastern Hancock Middle School
(2582)
10370 E 250 N
Charlottesville, IN 46117-9725

Food Service Contact
Mrs. Tracy Wilson
Food Service Director
(317) 936-5444

Month of Review: January 2025

Date of Onsite Review: February 12, 2025

Meal Components & Quantities - Eastern Hancock Middle School (2582)

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

Technical Assistance: Large Breakfast Entrée Serving Sizes

The menu planner is encouraged to avoid offering too many grain ounces during breakfast, as the additional calories could result in exceeding the weekly calorie limit. Consider reducing the serving size of breakfast bowls, platters, and sandwiches to align more with the weekly dietary specifications.

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

Technical Assistance: Production Records

Production records should include crediting into the meal pattern columns. Combination items with more than one component, such as an entrée, should be recorded on the same line when documenting the crediting on the production record.

General Program Compliance - Eastern Hancock Middle School (2582)

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

Finding 9000: Storing opened packages of food

Opened packages of food are not being stored in airtight containers.

Corrective Action:

Once packages of food are opened, the remaining food must be stored in an airtight container and labeled with the food's name and date. During the onsite visit, these foods were put in airtight storage containers. **No further action is required.**

Technical Assistance:

While onsite, the field specialist discussed this storage procedure with the food service director and assistant.