



SNP Administrative Review Findings
Program Year 2024

Fairfield Community Schools (2155)

Fairfield Community Schools (2155)

67240 CR 31
Goshen, IN 46528-9300

Food Service Contact

Mrs. Amanda Bilbrey
Food Service Assistant
(574) 831-2188
abilbrey@fairfield.k12.in.us

Executive Contact

Dr. Carrie Cannon
Superintendent
(574) 831-2188
ccannon@fairfield.k12.in.us

No. of Sites / Reviewed: 4 / 1
Month of Review: March 2024

Commendations

- * Staff keep a very clean and organized storeroom, freezer, and cooler.
- * Great procedure for quickly serving grab and go breakfast for the students.
- * Staff were willing to work with reviewers to correct what they were able to correct on site.

Technical Assistance

- * Almond milk may only be offered if the student has medical documentation from the doctor stating that Almond milk is to be served in place of Lactose free milk or soy milk. All milk substitutions without a medical documentation signed by the doctor must meet the nutritional value of milk.

Certification and Benefit Issuance - Fairfield Community Schools (2155)

133. *Direct Certifications were correctly certified*

Technical Assistance: Direct Certifications were not correctly certified

Seven students identified during the benefit issuance review received a lesser benefit than qualified. Due to a notification error in CNPWeb, the SFA was unaware of the increased benefits for these students. The reviewer provided technical assistance onsite on how to identify the new changes. The school food service director implemented the new changes on April 16, 2024, and provided the effective date documentation to the reviewer.

Verification - Fairfield Community Schools (2155)

209. *Verified applications were properly selected, correctly replaced (if necessary), and correctly verified*

Finding 9042: Selected applications not verified correctly.

Based on the verified applications selected for review, the post verification determination was incorrect for one application.

Corrective Action:

The household was notified by letter that the student status has been changed to denied due to incorrect validation. They have 10 days to respond for a hearing. A copy of the letter is attached. Staff members validating verification are to complete verification training. Documentation of the training is to be sent to the Field Specialist.

Documentation sent 4/29/2024 no further action is required.

Technical Assistance:

The reviewer discussed with the NIESC FSD that all income must be verified. If the family is self-employed, they may use tax return information to validate income.



General Program Compliance - Fairfield Community Schools (2155)

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

Finding 10140: Wellness Policy Review and Update

The following findings were noted regarding the review and update of the local school wellness policy:

The review and update of the local school wellness policy did not occur as required.

Corrective Action:

As corrective action the following must occur:

-LEAs must assess the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy.

-The local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment must be submitted to the State Agency.

The reviewer received the updated policy on 4/29/2024 along with assessment. **If implemented as shown, no further action is required.**

Technical Assistance:

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.



SNP Administrative Review Findings
Program Year 2024

Fairfield Community Schools (2155)

New Paris Elementary School (1649)

67240 CR 31
Goshen, IN 46528-9300

Food Service Contact

Ms. Janet Glogouski
Cafeteria Manager
(574) 831-2196

Month of Review: March 2024

Date of Onsite Review: April 17, 2024

General Program Compliance - New Paris Elementary School (1649)

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. Temperature is not appropriately maintained for the reach-in cooler.

Corrective Action:

Staff will take the temperature of the cooler at the beginning of the day and notify maintenance about the temperature not being maintained throughout the day.

The reviewer received April 18, 2024, a copy of the email sent to maintenance staff to check on cooler temperature. **If implemented as discussed, no further action is required.**

Technical Assistance:

The reviewer discussed with the NIESC FSD and manager the importance of checking the temperature reported for the cooler and investigating to see if the food is remaining cold. The reviewer also instructed the manager to check the temperature of the food items during the review and they were under 40 degrees.