



**SNP Administrative Review Findings**  
*Program Year 2024*

**Fremont Community Schools (7605)**

**Fremont Community Schools (7605)**

1100 W Toledo Street  
Fremont, IN 46737-7606

**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**

- \* Staff were eager to make corrections as needed during the on-site review.
- \* The staff prepare a variety of entrees for the 3 & 4 graders. A variety of fruits and vegetables are offered to all grade levels.
- \* Staff took the extra time to ensure that each individual burrito had all of the ingredients placed back into the burrito after cooking.

**Technical Assistance**

- \* It was noted that the elementary school is served out of the high school, and they serve the same menu items. Although the meat/meat alternatives and grains for the week met the requirements for the Elementary School, it was noted that extra m/ma and grains were needed for the high school. The staff adjusted the m/ma and grains to ensure that the high school students met the 2 oz. grain and m/ma requirements.
- \* All cold items collected in the share table need to be placed on ice packs.
- \* Remember when serving Side Kicks, they are a frozen juice and will need to be counted as a juice serving for lunch.

**Certification and Benefit Issuance - Fremont Community Schools (7605)**

126. *Certification: selected applications correctly approved. This serves as a reminder to the reviewer that FA must include the MOR and the Month of the on-site review.*

**Finding 9901: Selected applications correctly approved**

One student was certified utilizing incomplete information. This contributed toward fiscal action calculations.

**Corrective Action:**

**Corrections have been made to certification errors. Staff who process applications are to take Application Processing Training. Documentation of the training is to be sent to the Field Specialist.**

Documentation of training was sent to Field Specialist on March 18, 2024. No further action is required.

**Verification - Fremont Community Schools (7605)**

207. *SFA completed verification and verified applications on file match FNS-742. Reviewer: Enter VSR for SBOA on Finding*

**Finding 10127: Summary of Verification Reviewed for SBOA**

7 CFR Part 245.6(a) requires that each School Food Authority properly select and verify a sample of the approved free and reduced-price applications on file as of October 1 of each school year.

Verification procedure used: Alternate One

Number of applications on file as of October 1: 59

Number of applications selected for verification: 3

Number of additional applications verified for cause: 0

Number of applications with no response: 0

Number of applications with changes: 0



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### **Program Year 2024**

Number of verified applications reviewed by state agency staff during the review: 3

#### **Corrective Action:**

Based on the method and sample size selected, verification is considered complete, and no additional sampling is necessary.

#### **Technical Assistance:**

For more information on verification please go to: <https://www.in.gov/doi/nutrition/free-and-reduced-information/verification-and-direct-verification/>

### **Meal Counting & Claiming - Fremont Community Schools (7605)**

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

#### **Finding 9007: Meal Counting and Claiming information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Meal Counting & Claiming procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: The kindergarten meals were recorded before meal service and not at the point of sale.

#### **Corrective Action:**

Corrective action required: Staff have notified the kindergarten teachers and updated the process with students handing their meal card to the cashier. A procedure was written and emailed to the Field Specialist on March 14, 2024. **If implemented as corrected, no further action is required.**

#### **Technical Assistance:**

Technical Assistance provided to address discrepancies or deficiencies in the SFA's Meal Counting & Claiming procedures identified from the Off-site Assessment Tool: Staff were instructed to ensure all meals are recorded at the point of sale.

### **General Program Compliance - Fremont Community Schools (7605)**

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

#### **Finding 10126: Professional Standards Training Requirements and Documentation**

Training for all food service staff is not being tracked sufficiently. Documentation of training has been an annual requirement since the Professional Standards requirements since at least 2017. Several certificates of completion for the Food Service Director and staff were provided, but no training records from previous years were readily available to track any carry over hours. In addition, staff were claiming the school required Epilepsy Training as part of their food service training. This is not an allowable training to count towards food service training hours.

#### **Corrective Action:**

**Annual training for all staff with food service responsibilities is a program requirement. As corrective action, provide a tracking log for employees.**

#### **Technical Assistance:**

Any training completed should have a dated agenda, topics discussed, and staff signatures. If handouts are provided during the trainings, copies should be maintained with the training documentation.

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtIYwq14IntakNMHppSVN9ALp6iPsCTzk/edit?usp=sharing>.

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>.



1400. *The written food safety plan contains required elements, and a copy is available at each school*

**Finding 9142: The written food safety plan does not contain all the required elements.**

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: The plan did not list the food items in Process 1 (no cook), Process 2 (cook, serve and destroy), or Process 3 (cook, serve, cool down, re-heat).

**Corrective Action:**

The SFA is to update the Food Safety Plan and upload a copy into the review tool.

Updated Food Safety Plan was uploaded into the review tool on March 13, 2024. **If implemented as corrected, no further action is required.**

**Technical Assistance:**

The reviewer discussed with the food service director the importance of knowing what processes are to be followed for food served. Instructions on how to update the Food Safety Plan may be found on our website at

<https://www.in.gov/doe/nutrition/food-safety/>.



**SNP Administrative Review Findings**  
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**Fremont Community Schools (7605)**

**Fremont Elementary School (7881)**

1100 W Toledo Street  
Fremont, IN 46737-7606

**Food Service Contact**

Ms. Deb Faulkner  
Foodservice Director  
(260) 495-9876

Month of Review: February 2024

Date of Onsite Review: March 13, 2024

**Meal Components & Quantities - Fremont Elementary School (7881)**

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

**Finding 10139: Production Records**

The following issues were noted with production records: production records were incomplete. They did not always list the serving size for each item, or the amount of food used to prepare the food item.

**Corrective Action:**

**As corrective action completed breakfast and lunch production records for one week must be submitted to the State Agency. As corrective action provide proof of production record training for staff.**

**Technical Assistance:**

The reviewer explained to kitchen staff the importance of listing how much food was used in meal preparation and how many servings were taken for vegetables, fruit, and milk.

501. *Cafeteria staff have been trained on OVS*

**Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.**

Offer versus serve training is required for all staff members who serve in schools implementing OVS.

**Corrective Action:**

**Staff members are to complete OVS training in Moodle. A list of staff members who have completed the training is to be sent to the Field Specialist.**

**Technical Assistance:**

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

**General Program Compliance - Fremont Elementary School (7881)**

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 the food is not stored at least 6 inches off the floor.

**Corrective Action:**

Staff immediately moved the containers to a shelf. **If implemented as corrected on-site no further action is required.**

**Technical Assistance:**

All food items are to be stored 6" off the floor.