

SNP Administrative Review Findings**Logansport Community School Corp (0875)***Program Year 2024***Logansport Community School Corp (0875)**2829 George St
Logansport, IN 46947-3902**Food Service Contact**Mr. Joshua D Skinner
Director of Food Service
(574) 722-2911
skinnerj@lcsc.k12.in.us**Executive Contact**Mrs. Michele Starkey
Superintendent
(574) 722-2911
starkeym@lcsc.k12.in.usNo. of Sites / Reviewed: 7 / 2
Month of Review: January 2024**Certification and Benefit Issuance - Logansport Community School Corp (0875)**

123. *On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements*

Technical Assistance: Application Processing in Special Situations

Technical assistance was provided to the Director of Food Service, Asst Director, and Food Service Admin Asst regarding the need for a uniform system for documenting a student's eligibility for meal benefits when "Homeless/Runaway" is indicated on a meal application. The homeless liaison should provide a signed letter, email, or McKinney-Vento form with the name of the student and the date the student is determined categorically eligible. The letter/email/form should be attached to the application.

Homeless Fact Sheet:

https://docs.google.com/document/d/1-QzKIZNF7rH-G5N1Rv1_dRozXXQ7DgVCcj98EHwCUC8/edit?usp=sharing

In addition, it was discussed that the students attending Logansport schools from a local residential institution/skilled nursing facility should be considered individual households of one and not included together on a family meal application. Further technical assistance will be provided regarding a simplified best practice to document the eligibility of these students moving forward.

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 application was certified incorrectly for reduced meals but should have been certified for free meals based on the household size and reported income. This affected one student in the household.

Corrective Action:

The benefit issuance error was reviewed with the Director of Food Service, Asst Director, and Food Service Admin Asst while onsite. The affected student's meal status was corrected, and the meal benefit was increased on 2/24/24. **No further corrective action is needed.**

Verification - Logansport Community School Corp (0875)

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

Technical Assistance: Verification for Cause

It was noted that the SFA verifies many applications for cause, resulting in a high non-response rate. Technical assistance was provided to the Director of Food Service, Asst Director, and Food Service Admin Asst to ensure all communication to households selected for verification is in the appropriate language, that the household has adequate time to respond, and that a follow-up notice is conducted if a response isn't received by the initial verification notice due date.

General Program Compliance - Logansport Community School Corp (0875)

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

Finding 10125: Non-compliance with the USDA non-discrimination statement

An outdated nondiscrimination statement was noted on the free/reduced notification letter templates in the online meal application system and on the food service website.

Corrective Action:

Technical assistance was provided to the Director of Food Service, Asst Director, and Food Service Admin Asst on the need to update the letter templates within the online meal application system and the food service website. See TA section below for the correct full & short nondiscrimination statements. **As corrective action, please submit proof that the full nondiscrimination statement has been updated on all free/reduced notification letter templates and the food service website.**

Technical Assistance:

USDA Full Nondiscrimination Statement:

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

USDA Short Nondiscrimination Statement: "This institution is an equal opportunity provider."

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 Triennial Assessment & Outreach

Technical assistance was provided to the Director of Food Service and Superintendent regarding the need to complete the formal triennial assessment and post the results of the assessment publicly. It was recommended to post the assessment on the "Wellness Policy" page on the Food Service's loganberrycafe.com website. It was also recommended to update the contact info on the Wellness Policy page to the current Director of Food Service.

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

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

Finding 9010: Smart Snacks 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 Smart Snacks policies and practices could not be validated during on-site observations. While onsite at the High School conducting a food safety & storage review, it was noted that multiple vending machines with non-Smart Snack compliant foods & beverages were on and available for purchase by students during the normal school day. In addition, Smart Snacks non-compliance was also noted at the Junior High School. Flavored water cannot be sold to middle school students.

Corrective Action:

The SFA's current Wellness Policy addresses the nutrition standards for food & beverages sold during the school day, including through vending machines, school stores, and fundraisers; the Indiana state limits on "exempt" fundraisers; and the nutrition standards for foods & beverages provided, but not sold, to students during the school day. All staff should be re-educated on the SFA's full Wellness Policy, the nutrition standards for food & beverages sold during the school day, and the nutrition standards for foods & beverages provided, but not sold, to students during the school day. **As corrective action, please provide a timeline for when each school's Wellness Team will review the Wellness Policy & Smart Snacks guidelines with all building staff.**

Continued Smart Snacks non-compliance may result in the withholding of the SFA's monthly claims for reimbursement.



Technical Assistance:

A Guide to Smart Snacks in Schools: <https://www.fns.usda.gov/sites/default/files/resource-files/smartsnacks.pdf>

Nutrition Standards for All Foods Sold in Schools:
https://fns-prod.azureedge.us/sites/default/files/resource-files/allfoods_summarychart.pdf

SNP Administrative Review Findings

Logansport Community School Corp (0875)

Program Year 2024

Fairview Elementary School (0709)

2829 George St
Logansport, IN 46947-3902

Food Service Contact

Mrs. Jessica McKinley
Site Manager
(574) 722-5288

Month of Review: January 2024

Date of Onsite Review: February 22, 2024

General Program Compliance - Fairview Elementary School (0709)

1408. Temperature logs are available

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs were unavailable for the two milk coolers.

Corrective Action:

The Cafe Manager immediately corrected the issue & implemented temperature logs for the two milk coolers. **No further corrective action is needed.**

SNP Administrative Review Findings**Logansport Community School Corp (0875)****Program Year 2024**

Logansport Junior High School (0702) Food Service Contact
2829 George St
Logansport, IN 46947-3902
Mrs. Sabrina Berkshire
Head Cook
(574) 753-7115

Month of Review: January 2024

Date of Onsite Review: February 21, 2024

Meal Components & Quantities - Logansport Junior High School (0702)

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: Location of OVS Meal Signage

Technical assistance was provided regarding the location of the OVS lunch signage. It was recommended to re-position the OVS lunch signage to ensure students see it as they come through the line. Currently, it is on the wall behind the students as they enter the cafeteria and meal service line. It was noted that the Jr-HS will be undergoing a renovation this summer and the OVS signage will be updated with the project.

General Program Compliance - Logansport Junior High School (0702)

1105. *Foods and beverages sold to students during the school day meet Smart Snacks standards*

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

Some foods and beverages sold to students during the school day including food items sold during non-exempt fundraisers do not meet Smart Snacks standards. On the day of the onsite review, there were flyers posted in the school advertising the sale of Propel flavored water. Flavored water sales are not allowed for grades 6-8. In addition, it was noted that a "coffee cart" might be starting up, but the Director of Food Service did not know any other details.

Corrective Action:

Technical assistance was provided to the Director of Food Service regarding the Smart Snacks beverage guidelines for middle school students. He acknowledged that he understood the requirements and would discuss the issue with the Principal. **See Sponsor-level Finding 9010 for corrective action.**

Technical Assistance:**Smart Snacks in Schools-Beverage Options Fact Sheet:**

https://fns-prod.azureedge.us/sites/default/files/allfoods_beverages.pdf

Indiana's Smart Snacks in Schools Fundraiser Exemption Rule:

<https://drive.google.com/file/d/1ilvfWWYSXCbl2xXU-hfv1Fyz-44G3b2l/view?usp=sharing>

1408. *Temperature logs are available*

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs were unavailable for the walk-in cooler/freezer units. The cooler/freezer combo unit has a temperature monitoring system in place, but it does not record daily temperatures. It only notifies staff when temperature fluctuations outside the normal range occur. It was noted that all other cold-holding units within the kitchen had the appropriate temperature logs.

Corrective Action:

The Cafe Manager immediately corrected the issue & implemented a temperature log for the cooler/freezer units. **No further corrective action is needed.**