



INDIANA DEPARTMENT *of* EDUCATION

SNP Administrative Review Findings Program Year 2024

MSD of Martinsville (5925)

MSD of Martinsville (5925)

389 East Jackson St
Martinsville, IN 46151-2400

No. of Sites / Reviewed: 10 / 2
Month of Review: February 2024

Food Service Contact

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Executive Contact

Mr. Eric Bowlen
Superintendent
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Commendations

- * The SFA was very well prepared for the review. They also completed all off-site portions of the review within the required timeframes.

Technical Assistance

- * Component contributions must be recorded on all standardized recipes.

Certification and Benefit Issuance - MSD of Martinsville (5925)

140. *Direct Certification – updates to Benefits Issuance documents are made accurately and timely upon receipt of DC updates*

Finding 9000: Other Finding

The SFA did not make timely and accurate changes to the benefit issuance documents upon receipt of direct certification updates. Students were listed as income-based instead of directly certified. Additionally, accurate household size was not recorded correctly on some income applications reviewed.

Corrective Action:

The SFA has reviewed their process for recording benefits correctly based on direct certification or income application. They have implemented a second check of benefit issuance when processing applications and when running DC reports. The SFA will complete Direct Certification Basics webinar and Free and Reduced Application Processing trainings in Moodle. **Please submit training certificates as corrective action.**



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SNP Administrative Review Findings
Program Year 2024

MSD of Martinsville (5925)

Charles L. Smith Elem. School (6349)

389 East Jackson St
Martinsville, IN 46151-2400

Food Service Contact

Ms. Wendy Littell
Food Service Manager
(765) 342-8488

Month of Review: February 2024
Date of Onsite Review: April 4, 2024

Other Federal Programs - Charles L. Smith Elem. School (6349)

0. On-site Date/Time, Snack Reduced/Paid charges

Technical Assistance - ASSP days of operation

Technical Assistance:

SFA must update CNPweb site information sheet to exclude Wednesday from ASSP operation. No snack is offered Wednesday.

Meal Components & Quantities - Charles L. Smith Elem. School (6349)

406. Day of Review- the meal service is structured to comply with the required age/grade group meal pattern requirements when multiple menus and/or age/grade groups are served

Finding 9058: Age/grade group meal pattern requirements not being met for multiple menus and/or multiple age/grade groups served.

As observed on the Day of Review, when the school is serving multiple age/grade groups, it has not structured the meal service to meet the specific meal pattern requirements for each age/grade group being served. Pre-K students are not co-mingled with older students during breakfast. The SFA must follow the CACFP meal pattern at breakfast for the Pre-K students.

Corrective Action:

The SFA will submit one month of breakfast menus for Pre-K students to show meal pattern compliance.

Technical Assistance:

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

502. Day of Review- signage explaining the OVS reimbursable meal was posted near/at the beginning of the service line

Finding 9080: No signage explaining what constitutes a reimbursable meal under Offer vs. Serve.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal under Offer vs. Serve (including the requirement that students must select at least ½ cup fruit or vegetable) is not identified near or at the beginning of the meal service line(s).

Corrective Action:

The school will purchase or print appropriate OVS signage for breakfast and lunch. **Please submit pictures of the new signage, once posted, as corrective action.**

Technical Assistance:

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



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SNP Administrative Review Findings
Program Year 2024

MSD of Martinsville (5925)

Martinsville High School (6329)
389 East Jackson St
Martinsville, IN 46151-2400

Food Service Contact
Mrs. Alice Amos
Food Service Manager
(765) 342-5571

Month of Review: February 2024
Date of Onsite Review: April 3, 2024

Meal Components & Quantities - Martinsville High School (6329)

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

Finding 9000: Crediting Documentation

Crediting documentation was not retained for all foods served during the week of review.

Corrective Action:

The SFA was able to locate all required crediting documentation needed for the week of review while the SA was on-site. The SFA is reminded to secure compliant crediting documentation for all foods served to ensure they meet meal pattern requirements. **No further action required.**

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, missing required information, and the component contribution must be recorded accurately to show compliance.

Corrective Action:

As corrective action completed breakfast and lunch production records for one week from the reviewed sites must be submitted to the State Agency.

410. Review Period- planned menu quantities meet the meal pattern requirements

Finding 9000: Planned menu does not meet meal pattern requirements

The menu, as written, did not meet meal pattern requirements in regards to vegetable sub-groups. However, production records showed sufficient quantities of all vegetable sub-groups were offered; therefore, no meals will be disallowed.

Corrective Action:

The SFA was able to modify the written menu to show meal pattern compliance. **Provide a copy of the modified menu as corrective action.**

410. Review Period- planned menu quantities meet the meal pattern requirements

Technical Assistance - Menu

Technical Assistance:

For the high school menu, adjust wording to state that students are able to take up to two fruits and two vegetables with each reimbursable lunch meal. As it was written during the review, students were not able to take a full cup of fruit or a full cup of vegetables.



General Program Compliance - Martinsville High School (6329)

812. *Day of Review- Program benefits were available to all children without discrimination*

Technical Assistance - Staff paying for selected student's foods

Technical Assistance:

On the day of review, kitchen staff were observed giving money to selected students to pay for part of their meal. Unless staff are able to pay for all students' purchases, they should not pay for anyone's meal or a la carte items. The school has a charge policy and must follow it as written.

1104. *Foods sold to students meet Smart Snacks standards*

Finding 9000: Non-compliant items sold in vending machines

During observation at Martinsville High School, vending machines were noted as selling non-compliant Smart Snacks during the school day.

Corrective Action:

The SFA will contact the organization operating the vending machines and discuss Smart Snacks regulations with them. As corrective action, the SFA will submit pictures of all vending machines showing only compliant Smart Snack items are being sold during the school day.

1104. *Foods sold to students meet Smart Snacks standards*

Technical Assistance - Fundraising sales during lunch

Technical Assistance: The SA provided technical assistance to a school group selling compliant Smart Snack items during lunch.

1408. *Temperature logs are available*

Technical Assistance - Food Temperatures

Technical Assistance: The SFA should implement additional standard operating procedures for taking food temperatures at the pizza station. As observed on the day of review, over 200 individual pizzas are heated through a conveyor pizza oven during the span of 2 hours and only the first pizza is checked to ensure the final cook temp is sufficient.

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

Finding 9000: Technical Assistance - Share Table

Technical Assistance: The high school could benefit greatly by implementing a share table. The SA observed large amounts of pre-packaged foods going directly into the trash after checking out at the register.



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

Technical Assistance - Theft

Technical Assistance: The SA observed numerous students stealing food at both breakfast and lunch. The SFA must adjust meal service lines and increase supervision to deter this from continuing.

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

Technical Assistance - Tray needed for lunch

Technical Assistance: A food tray could be very useful at lunch to assist students in selecting foods in the lunch line. All foods are pre-portioned but holding everything proved difficult and students could be deterred from selecting multiple fruits or vegetables to complete their meal.

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. Foods taken out of original packaging were not labeled/dated in the cooler.

Corrective Action:

The SFA was able to correct the storage violations while the SA was on-site. All foods taken out of original packaging were labeled/dated. The SFA will discuss this practice of labeling/dating foods with all kitchen staff. **If this labeling/dating process continues as discussed, no further corrective action is required.**