



SNP Administrative Review Findings
Program Year 2025

Mississinewa Community Schools (2855)

Mississinewa Community Schools (2855)

424 E. South 'A' Street
Gas City, IN 46933-1902

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 4 / 1
Month of Review: March 2025

Commendations

- * The staff at the reviewed school did their best to prepare scratch-made meals for their students. They were very eager to make improvements if needed.
- * All required paperwork was well organized and ready for review.

General Program Compliance - Mississinewa Community Schools (2855)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Technical Assistance - Civil Rights

Ensure each school is using the most up-to-date versions of the Civil Rights Complaint Procedures, Complaint Form, and Complaint Log. These documents can be found on the IDOE website at: https://www.in.gov/doe/nutrition/civil-rights-requirements/#Complaint_Procedure_Forms_and_Log.

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:

- a) The review and update of the local school wellness policy did not occur as required.
- b) An assessment has not been completed.

Corrective Action:

As corrective action the following must occur:

LEAs must conduct an assessment of 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 and updated wellness policy must be submitted to the State Agency.

Technical Assistance:

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

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: updated safe cooking temperatures, staff listings, and Standard Operating Procedures (SOPs) were not specific to each kitchen.

Corrective Action:

The SFA will update the Food Safety Plan with the required information and submit a copy as corrective action.



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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>.



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Westview Elementary School (2344)

424 E. South 'A' Street
Gas City, IN 46933-1902

Food Service Contact

Mrs. Erika R Horner
Director of Child Nutrition
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Month of Review: March 2025

Date of Onsite Review: April 2, 2025

Other Federal Programs - Westview Elementary School (2344)

6. Day of review Menu, Meal Patterns, Production records.

Technical Assistance - After School Snack Program Meal Pattern

While all meal pattern requirements were met for the After School Snack Program, the menu lacked variety. Each day, the same meal was served for the entire month. Participation would likely increase dramatically if students were offered a different menu each day. The SFA should explore the option of varying the menu daily to offer the students a variety of foods.

Meal Components & Quantities - Westview Elementary School (2344)

400. Day of Review- all required meal components were available to all students during the entire meal service

Technical Assistance - Lunch Meal Service Observation

- 1) Students were having difficulty managing the amount of liquid on the tray from the chicken and noodles. The staff should either use a slotted spoon to drain part of the liquid or serve in a bowl to decrease spillage.
- 2) The standardized recipe and production records should be utilized in the future when preparing chicken and noodles as the recipe did not yield as intended. Staff likely should be retrained on standardized recipes.
- 3) For pre-school students, the SFA should consider bringing students back to the cafeteria to eat. Kitchen staff currently pre-portion the pre-school meals in disposable containers, costing them extra money and labor, not to mention janitorial services and trash fees. If the SFA chooses to keep meal service in the classroom for these students, they could implement family-style meal service to decrease waste plus save on cost and labor.

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

Technical Assistance - Documentation of Leftovers

Leftovers must be documented on production records to document when they are served out. All food usage must be tracked using production records.

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

Technical Assistance - Variety offered for breakfast

The SFA has been reminded that menus should include a variety of flavorful, nutritious foods. The breakfast menu lacked variety, offering the same items each day. The SFA should also explore the idea of offering hot options for breakfast.

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

Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week

The NSLP and SBP meal patterns have requirements that must be met both daily and weekly for all components. During the review of planned NSLP and SBP menus for the menu certification week, the following insufficiencies were noted:



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SBP

- 1) the minimum weekly Fruit requirement was not met.
- 2) the minimum daily Fruit requirement was not met (three days).

NSLP

- 1) the minimum daily Vegetable requirement was not met (one day).

Corrective Action:

As corrective action, provide revised breakfast and lunch menus showing the meal pattern is met for the daily and weekly requirements for each grade group being served. Additionally, complete the Meal Pattern training found on the Moodle website and provide the certificate as proof of completion.

Technical Assistance:

The SFA is reminded that for SBP, one cup of fruit must be served daily to meet meal pattern requirements. At lunch, 3/4c of vegetables are required to be served to meet meal pattern requirements.

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>.

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

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 missing required information, and some information was recorded incorrectly.

Corrective Action:

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

Technical Assistance:

The SFA is reminded to always complete all sections of the production record as all areas are required. Additionally, ensure the food listed is accurate. Finally, pay close attention to those parts of the production record that are pre-populated and ensure they have been accurately completed.