



SNP Administrative Review Findings Program Year 2025

New Castle Community School Corp (3445)

New Castle Community School Corp (3445)

322 Elliott Avenue
New Castle, IN 47362-2954

Food Service Contact

Ms. Dee A Orick
Director
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Executive Contact

Mr. Matthew Shoemaker
Superintendent
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No. of Sites / Reviewed: 7 / 2
Month of Review: December 2024

Commendations

- * The wellness committee fully implements all the requirements of this policy through wellness fairs and family walk events, and it goes above and beyond with meetings every other month.
- * The reviewer was appreciative of how all staff, including school principals at the two selected schools, were so welcoming and accommodating.
- * The food service director should be commended for all efforts to immediately begin developing a revised breakfast serving plan and cleaning schedule. The food service employees are extremely diligent in their efforts to ensure that the standards are fulfilled. Consequently, the reviewer recommendations for improving the program were implemented.

Resource Management Comprehensive Review - New Castle Community School Corp (3445)

765. Adult Meals

Technical Assistance: Determining the Adult Meal Prices for an All-CEP District

A sufficient amount of \$5.00 for adult lunches is being charged, but the incorrect method of determining the adult meal price is being used. The non-pricing guidance from the SCNP website must always be used for CEP districts. See below how this school year's price is determined.

\$4.430 Free meal reimbursement rate for lunch (24/25)
0.090 Menu certification rate
0.450 Per meal value of USDA donated foods (24/25)
+ 0.020 Severe need lunch rate
= \$4.990 Minimum price for adults or \$5.00 when rounded

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Technical Assistance: Pricing of A la Carte and Smart Snacks

The SFA's a la carte prices should cover the cost of producing the item, including food, supply, and labor costs. A la carte pricing should be priced so that the student chooses the reimbursable meal over the a la carte item because it is a better value. It is recommended to price a la carte items 2.5-3 times the raw price.

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Technical Assistance: Nonprogram Foods Revenue Tool

When completing the nonprogram foods revenue tool, always add the current year's per meal value of USDA donated foods value to the adult lunches and the current menu certification rate to the student lunches.



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General Program Compliance - New Castle Community School Corp (3445)

1216. School Nutrition Programs staff met/will meet annual training requirements

Technical Assistance: Professional Standards Hours Topics

The topics selected for the professional standards hours should be related to the School Nutrition Program.

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

Finding: Food Safety Plans Cleaning Schedule

The current food safety plans do not have a routine cleaning schedule for each school's kitchen, cafeteria, serving line, equipment, etc.

Corrective Action:

During the on-site review, the SFA developed a cleaning schedule and provided it to the reviewer. **No further action is required.**

Technical Assistance:

While on-site at each school, technical assistance was provided to the kitchen managers.

1403. Review of agricultural food components indicates violations of the Buy American provision

Finding: 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>.

1501. Records

Finding: Bad Debt Policy

The SFA did not have a bad debt policy for uncollectable student meal debt at the time of the on-site review. Approximately \$12,500 in uncollectible student meal debt accrued before the SFA started participating in CEP district-wide in 2020.

Corrective Action:

It is up to the district to determine at what point the debt will be considered uncollectable and reclassified as bad debt. All districts are required to have a Bad Debt Policy. During the on-site review, the SFA restored the student meal debt in full. **As corrective action, provide to the State Agency a policy for bad debt. Please utilize the following charge policy development checklists to ensure a comprehensive policy is developed:** <https://ospi.k12.wa.us/sites/default/files/2023-08/mealchargepolicychecklist.pdf>.

Technical Assistance:

Unpaid meal charges, like any other money owed to the NSFSA, are considered "delinquent debt" when payment is overdue, as defined by state or local policies. The debt is classified as delinquent as long as it is considered collectable and efforts are being made to collect it. A debt owed to the NSFSA (i.e., an account receivable) is an asset. As such, the debt remains on the accounting documents until it is either collected or determined to be uncollectable and written off. SFAs must make reasonable efforts to collect unpaid meal charges classified as delinquent debt, and the cost of these efforts is an allowable use of NSFSA funds. A reasonable timeframe and methods for collecting unpaid meal charges must be established at the SFA level.



SNP Administrative Review Findings
Program Year 2025

New Castle Community School Corp (3445)

Eastwood Elementary School (2832)

322 Elliott Avenue
New Castle, IN 47362-2954

Food Service Contact

Mrs. Sandy Wright
Manager
(765) 521-7243

Month of Review: December 2024

Date of Onsite Review: January 14, 2025

General Program Compliance- Eastwood Elementary School (2832)

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

Finding 9000: Storing Food Out of its Original Container

Foods are being stored in metal containers with plastic wrap or with plastic wrap alone when taken out of their original container.

Corrective Action:

Once foods are removed from their original containers, they should be stored in airtight containers and labeled with the food's name and date. **As corrective action, develop, implement, and add this standard operating procedure (SOP) to the current food safety plan. Submit a copy of the SOP to the State agency.**

Technical Assistance:

While on-site, the field specialist discussed this storage procedure with the kitchen manager.



SNP Administrative Review Findings Program Year 2025

New Castle Community School Corp (3445)

Parker Elementary School (2847)

322 Elliott Avenue
New Castle, IN 47362-2954

Food Service Contact

Ms. Valerie Smith
Manager
(765) 521-7245

Month of Review: December 2024

Date of Onsite Review: January 15, 2025

Preschool/PreK - Parker Elementary School (2847)

1. Parker Elementary School Preschool

Finding 9000: Fluid Milk Offering for Preschool Not Utilizing Co-Mingling

Preschoolers were only given chocolate milk per classroom teacher's request.

Corrective Action:

Preschool children aged two through five years old are only allowed unflavored low-fat (1 percent) or unflavored fat-free (skim) milk when co-mingling is not implemented. **For corrective action, train food service staff at all locations that offer preschool meals. Submit training documentation to the agency. In addition, please submit documentation indicating flavored milk is not being served to preschool classrooms at Parker Elementary.**

Technical Assistance:

Training was provided while the reviewer was on-site.

Finding: Preschool Meal Pattern Flexibility

While the SFA stated that the preschoolers co-mingled with another grade group, staggered meal service times allowed ten minutes between the preschoolers and the next grade served. This allows food service to prepare meals for older grade students and does not meet the requirements for co-mingling.

Corrective Action:

Co-mingling flexibility can be implemented when preschool students and students from older grade groups (such as kindergarten through 5th grade, kindergarten through 8th grade, or kindergarten through 12th grade) are served meals in the same place at the same time schools may offer the meal pattern of the older grades, such as kindergarten through 5th grade (K-5), to preschool students. **For corrective action, please complete the following:**

- The SFA must review the USDA Serving School Meals to Preschool fact sheet <https://fns-prod.azureedge.us/sites/default/files/resource-files/tn-Srvng-SchlMealsPreK.pdf> to determine changes that need to be made to the preschool meals. Please sign the fact sheet indicating the review has been completed and submit a copy to the State agency.**
- Train food service staff on preschool meals and submit documentation to the State agency.**
- Provide the State agency with documentation of all changes made in the program.**

Technical Assistance:

Co-mingling was discussed with the FSD during the onsite process.

Meal Counting & Claiming - Parker Elementary School (2847)

317. Day of Review- meal counting system prevents overt identification and eligible students are not treated differently than other students

Technical Assistance: Serving Breakfast on Delay Days

On 2-hour delay days, the school still provides the students with the option of receiving breakfast. However, lunch is served shortly after, increasing waste, food, and supply costs. Serving breakfast on 2-hour delay days can benefit students by providing them with a crucial meal to fuel their day, even when their schedule is disrupted, especially for students who might otherwise skip breakfast due to the delayed start time. It is recommended that food service collaborates with the school administration to allow for meal spacing time to support better digestion, increased consumption, and less waste.



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318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. The SFA has implemented breakfast in the classroom (BIC). After observing the meal service, the following items were noted.

- a) Meals are not consistently marked at the point of service for all classrooms. Some teachers ask students who took meals after they were served. On the day of review, the reviewer had to ask one teacher to complete the POS breakfast count sheet. The meal count sheet was cited as an issue at the school during routine monitoring and then at a follow-up visit.

Corrective Action:

For corrective action, please explain in writing what changes have been made to the implementation of BIC, how the changes were communicated, and what training has taken place with meal counters to ensure accurate meal counts are occurring. Additionally, please submit copies of the training documentation.

Technical Assistance:

A thorough discussion occurred with the food service director the next day.

Meal Components & Quantities - Parker Elementary School (2847)

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

Finding: Breakfast in The Classroom

The reviewer and kitchen manager observed one teacher had all the students go back and get the second fruit offered once they walked into one of the classrooms.

Corrective Action:

Meal counters should be trained in civil rights, identification of a reimbursable meal, and recording meal counts. Teachers should be fully trained annually and reminded of the importance of following the USDA Requirements. **For corrective action, submit training documentation on the BIC requirements for all teachers.**

Technical Assistance:

A thorough discussion about this issue occurred with the food service director the following day.