



SNP Administrative Review Findings

New Prairie United School Corp (4805)

Program Year 2024

New Prairie United School Corp (4805)
5327 N. Cougar Rd.
New Carlisle, IN 46552-9505

Food Service Contact
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Director of Nutritional Services
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Executive Contact
Dr. Paul White
Superintendent
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No. of Sites / Reviewed: 5 / 1
Month of Review: March 2024

Commendations

- * The Director of Nutritional Services did an excellent job preparing for the Administrative Review. All offsite tasks were completed thoroughly and in a timely manner. All required documentation was organized and uploaded to the review tool which helped the onsite portion of the review go very smoothly.

Verification - New Prairie United School Corp (4805)

211. SFA's verification notification letter included all required information

Technical Assistance: Designation of Verification Hearing Official

The Director of Nutritional Services was reminded that the hearing official should be someone other than the person completing the verification process.

General Program Compliance - New Prairie United School Corp (4805)

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 Complaint Procedure for Child Nutrition Programs

Technical assistance on the differences between the corporation's nondiscrimination policy & the complaint procedure specific to Child Nutrition Programs was discussed with the Director of Nutritional Services and Superintendent.

IDOE Complaint Procedure Template:

https://docs.google.com/document/d/1YyyRM_eaWC_Ail4f379gqdsnMVHjbXgXD_Tg8Lj2xHo/edit?usp=sharing

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 Review and Outreach

The SFA has a wellness policy in place that meets the minimum requirements. Technical assistance was provided to the Director of Nutritional Services and Superintendent regarding stakeholder participation and the need to complete the triennial assessment. They were further reminded to post the results of the assessment on the corporation website.

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

Additional Wellness Policy Resources: <https://www.in.gov/doi/nutrition/wellness-policies/>



Program Year 2024

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Finding 9009: SFSP Outreach

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors.

Corrective Action:

The Director of Nutritional Services verbally acknowledged that she understood the SFSP outreach requirement and would maintain proof of outreach moving forward. The potential outreach language below can be used to meet the requirement. A copy of outreach conducted in May 2024 was provided as corrective action. **No further corrective action is needed.**

Technical Assistance:

Potential Outreach Language:

Kids and teens can eat right this summer! Free meals that follow USDA nutrition guidelines are served at summer meal sites across the community. Text 'Summer Meals' or 'Verano' to 914-342-7744 or call the USDA National Hunger Hotline at 1-866-3-HUNGRY or 1-877-8- HAMBRE. Families may also use the [USDA Site Finder](#).



SNP Administrative Review Findings

New Prairie United School Corp (4805)

Program Year 2024

**Rolling Prairie Elementary School
(4693)**
5327 N. Cougar Rd.
New Carlisle, IN 46552-9505

Food Service Contact
Mrs. Sue Aikman
Director of Nutritional Services
(574) 654-0402

Month of Review: March 2024

Date of Onsite Review: April 24, 2024

Other Federal Programs - Rolling Prairie Elementary School (4693)

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.

Afterschool Snack Program (ASSP) monitoring was not completed by the SFA. The first review should be made within the first four weeks of the start of the program. The second review can take place at any other point during the program year.

Corrective Action:

The ASSP monitoring requirements were discussed with the Director of Nutritional Services. She verbally acknowledged that she understood the monitoring expectations moving forward. The review form provided below will be used to monitor the ASSP in PY25 within the first four weeks of operation as well as a second time later in the school year. Copies of the monitoring forms will be maintained in the Director's office. **If fully implemented as agreed upon, no further corrective action is needed.**

Technical Assistance:

Self-Prepped Snacks Review Form: <https://www.in.gov/doi/files/self-prep-snack-review-form.doc>

1700. ASSP – areas identified requiring TA, CA?

Technical Assistance: ASSP Menu Planning

The Director was provided technical assistance regarding Baked Lays. The Field Specialist explained that while Baked Lays could be sold as a Smart Snack compliant item, they are not a whole-grain chip and could not be menued as a creditable grain component.

Meal Components & Quantities - Rolling Prairie Elementary School (4693)

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

Finding 9076: Planned menus served during review month do not meet portion size/quantity requirements.

Production records were reviewed for the review period to determine whether the portion sizes of meal components from the menu planned and served during the review period, met the minimum meal pattern requirements for the age/grade group(s) being served. One day during the week reviewed, both a fruit juice and a vegetable-based juice were offered as the fruit component choices. Since juice was offered every other day that week, the total juice offered for the week exceeded 50% of fruit choices.

Corrective Action:

The Director of Nutritional Services was provided technical assistance during the onsite visit regarding the crediting of vegetable-based juices. She had credited the vegetable juice as a non-starchy vegetable, not a juice. To correct the issue moving forward, only one type of juice, either fruit juice or vegetable juice, will be offered daily, in addition to another whole-fruit choice daily. **No further corrective action is needed.**