

## SNP Administrative Review Findings

## North Gibson School Corp (2735)

### Program Year 2024

#### North Gibson School Corp (2735)

1104 N. Embree  
Princeton, IN 47670-8321

#### Food Service Contact

Mrs. Joyce M Ellis  
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#### Executive Contact

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No. of Sites / Reviewed: 4 / 1  
Month of Review: March 2024

### Commendations

- \* The food service director and food service staff strive to incorporate scratch-made items daily. As part of participation in Farm to School, the school has partnered with a local meat supplier to offer fresh beef and pork.

### Technical Assistance

- \* On the day of the review, one server was leaning over unwrapped, unpackaged foods when serving the students. The servers should be aware of the line setup to ensure food safety practices.
- \* Increasing the amount of a la carte offered to students and adults and pricing sufficiently can maximize revenues to offset loss incurred from participating in the Community Eligibility Provision.
- \* Potential stakeholders should be aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy. This can be done through email, social media, bulletin boards, flyers sent in back-to-school packets, health fairs, etc. <https://healthy-food-choices-in-schools.extension.org/creative-ways-to-advertise-generate-interest-in-your-schools-local-wellness-policy-lwp/>
- \* While outreach of the program is occurring, the outreach documentation should always be retained. This includes when the school website or social media is used as an outreach method. Please refer to the record retention fact sheet for more information. [https://docs.google.com/document/d/1pv9\\_WHvEMp9Gbr3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit](https://docs.google.com/document/d/1pv9_WHvEMp9Gbr3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit)
- \* Since the SFA is participating in the non-pricing Community Eligibility Provision district-wide, the meal charging procedure is not required for reimbursable meals. However, the school can still use charging procedures for adult meals and a la carte items. It is recommended the SFA update the charging procedures to reflect the current food service operations.

### Resource Management Comprehensive Review - North Gibson School Corp (2735)

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

##### Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio

The SFA did not include all program and non-program costs and revenues to determine compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

##### Corrective Action:

The SFA must accurately assess compliance with revenue from non-program foods. **For corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. Please submit the tool with documentation to support the figures used.**

##### Technical Assistance:

The non-program food revenue tool to utilize for a reference period can be found at the following link: <https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRyQB/edit#gid=1454493429>. Additional guidance can be found at the following link: [https://www.in.gov/doe/nutrition/financial-management/#Revenue\\_from\\_Non\\_Program\\_Foods](https://www.in.gov/doe/nutrition/financial-management/#Revenue_from_Non_Program_Foods).

### General Program Compliance - North Gibson School Corp (2735)

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

##### Finding 10152: Civil Rights Training

At the time of review, no documentation was available supporting completed civil rights training within the last 12 months for food service employees and non-food service employees with duties related to the program.

##### Corrective Action:

**For corrective action, please submit documentation supporting completed Civil Rights training.**

**SNP Administrative Review Findings****North Gibson School Corp (2735)****Program Year 2024**

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

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

The USDA non-discrimination statement was missing on the school website.

**Corrective Action:**

The full nondiscrimination statement must be used on documents of two or more pages, but on documents of one page or less, the short statement may be used; either statement must be the same font size as the rest of the document. **For corrective action, please update the school website with the correct non-discrimination statement. Submit a copy of the updated resource(s) to the State Agency.**

**Technical Assistance:**

The IDOE SCN Civil Rights webpage contains links to the USDA Child Nutrition Program Civil Rights Statements. Please bookmark and use the appropriate links to access the long and short civil rights statements.

<https://www.in.gov/doe/nutrition/civil-rights-requirements/>

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

1217. *SFA's process and frequency for tracking training hours is sufficient*

**Finding 10126: Professional Standards Training Requirements and Documentation**

Training for all food service staff is not being routinely conducted or tracked sufficiently. Documentation of training has been an annual requirement since the Professional Standards requirements beginning in 2016-2017. At the time of review, no training documentation or tracking of completed training was available.

**Corrective Action:**

Annual training for all staff with food service responsibilities is a program requirement. **For corrective action, provide a written procedure outlining how staff training will be conducted and documented moving forward to ensure this requirement will be met. Additionally, provide a detailed plan of what training will be conducted by June 30, 2024, to ensure that required hours are met for food service staff.**

**Technical Assistance:**

Any training completed should have a dated agenda, topics discussed, and staff signatures. If handouts are provided during the training, copies should be maintained with the training documentation.

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtIYwq14INtakNMHpySVN9ALp6iPsCTzk/edit?usp=sharing>

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>

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 was not available during the on-site review for the school corporation or the schools.

**Corrective Action:**

The reviewer provided the food service director with the FNS USDA guidance for the food safety plan using a process approach and USDA guidance to help create the plan. The SFA will need to create a site-specific plan for each school. Once the food safety plan is complete, the staff should be trained to use it, including all standard operating procedures listed in the plan.

**For corrective action, please complete the following:**

- 1. Please confirm in writing that food safety plans have been created and are site-specific for each school.**
- 2. Please provide training documentation that staff have been trained in using the food safety plan.**

**Technical Assistance:**

Food safety plan guidance- <https://www.fns.usda.gov/fs/developing-school-food-safety-program-based-process-approach-haccp>

**SNP Administrative Review Findings**

**North Gibson School Corp (2735)**

*Program Year 2024*

**Princeton Community Intermediate School (2223)**  
1104 N. Embree  
Princeton, IN 47670-8321

**Food Service Contact**  
Mrs. Joyce M Ellis  
Director Food Service  
(812) 385-2592

Month of Review: March 2024

Date of Onsite Review: April 10, 2024

**Meal Components & Quantities - Princeton Community Intermediate School (2223)**

*402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

**Finding 9052: Day of Review portion sizes insufficient.**

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals that contain insufficient quantities of meal components are incomplete and may not be reimbursable.

Insufficient portion sizes observed on the Day of Review: fruit component-oranges.

**Corrective Action:**

At the time of the review, the cafeteria manager increased the whole fruit portion size to equal 1/2 cup so the total amount of fruit/juice would equal 1 cup. The cafeteria manager will begin using the food buying guide and resources to better assist with crediting. **Therefore, an additional response is not required.**

**Technical Assistance:**

The school was advised and given the opportunity to correct the insufficient quantity of the fruit component before the meal service started. The reviewer provided an onsite demonstration to get the accurate portion size by volume.

*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:

- Milk was not tracked by variety on the production records.

**Corrective Action:**

Milk flavors must be tracked separately to show at least two types of milk were available to students during the entire meal service. **For corrective action, completed (breakfast and lunch) production records for one week must be submitted to the State Agency.**

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No. of Sites / Reviewed: 7 / 1

Month of Review: June 2023

**Seamless Summer Option - North Gibson School Corp (2735) Conducted June 2023**

*1805. SFA reviewed all SSO sites at least once?*

**Technical Assistance- Seamless Summer Option Monitoring**

The food service director was reminded that each site must be monitored during the SSO operation. The monitor cannot be involved in the day-to-day operation at the sites. Below are the instructions and forms that should be used.

- [SSO Site Review Form](#)
- [SSO Site Review Instructions](#)

**SNP Administrative Review Findings**

**North Gibson School Corp (2735)**

*Program Year 2024*

**Princeton Middle School (2225)**

1104 N. Embree  
Princeton, IN 47670-8321

**Food Service Contact**

Mrs. Joyce M Ellis  
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(812) 385-2592

Month of Review: June 2023

Date of Onsite Review: June 8, 2023

**Seamless Summer Option - Princeton Middle School (2225) Conducted June 2023**

*1820. Accurate count at POS on each meal service line?*

**Technical Assistance- Second Meals**

On the day of review, some children wanted extras and/or second meals outside of what was already on the share table. Second meals are not eligible for reimbursement in the Seamless Summer Option. If the school would like to serve extras or second meals, the school will need to determine a plan and implement policies for extras and second meals.