

SNP Administrative Review Findings

Northeast School Corporation (7645)

Program Year 2024

Northeast School Corporation (7645)

620 N Washington Street
Shelburn, IN 47879-8120

Food Service Contact

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Executive Contact

Dr. Mark A Baker
Superintendent
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No. of Sites / Reviewed: 3 / 1
Month of Review: March 2024

Commendations

- * The food service director completed detailed monitoring of the food service operation, identified successes, and determined corrective action. The food service director also completed a follow-up to ensure corrective action was implemented.

Technical Assistance

- * **Charging Procedures:** 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 updates the charging procedures to reflect the current food service operations.
- * **Inactive Accounts:** Several positive balance inactive student and adult accounts remain in the point-of-sale for school breakfast and lunch. The SFA should start the process of handling excess balances such as refunds, moving to other active sibling accounts, moving to a shared lunch account, etc. Here is an excess balance letter & donation form template that can be used to communicate with households. <https://fns.usda.gov/sites/default/files/cn/ExcessBalanceDonationTemplate.docx>

Resource Management Comprehensive Review - Northeast School Corporation (7645)

765. Adult Meals

Finding 9128: Meals served to adults are not priced sufficiently to cover the overall cost of the meals.

Lunches served to teachers, administrators, custodians, and other adults are not priced so that the adult payment, in combination with any per-meal revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds or funding from voluntary agencies), is sufficient to cover the overall cost of the meals. The SFA did not include the severe needs rate in the lunch calculation for adult meal pricing.

Corrective Action:

SFAs must include an additional \$.02 in the adult pricing formula if the severe-needs lunch rate is received. The adult lunch price must be equal to or higher than the total free lunch reimbursement. A total of 523 adult lunches have been served for the school year 2023-2024. The food service director and treasurer increased the price for lunch on April 3, 2024. Additionally, the treasurer has transferred funds from the rainy-day account to restore the difference in the pricing. **Therefore, an additional response is not required.**

Technical Assistance:

Adult Meal Pricing Fact Sheet: https://docs.google.com/document/d/1bkFaCeW7vAkP3PuQd_F7-2sORFEPT87UYek9tGrAlcc/edit

General Program Compliance - Northeast School Corporation (7645)

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:

- The review and update of the local school wellness policy did not occur as required.
- Potential stakeholders were not made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness policy.
- The results of the most recent (2020) assessment of the local school wellness policy are not available to the public.

Corrective Action:

For corrective action, the following must occur:

- **LEAs must conduct an assessment of the wellness policy every three years, at minimum. This assessment will determine compliance with the wellness policy, how it compares to model wellness policies, and progress made in attaining its goals. The local school wellness policy must be reviewed and updated by the**

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wellness committee. A copy of the assessment must be submitted to the State Agency.

- The LEA must permit the general public and the school community to participate in reviewing and updating the wellness policy. The policy must be assessed with input from all interested stakeholders through the wellness committee. Provide documentation of notification used to inform households of the assessment of the local school wellness policy. Once the assessment occurs, provide documentation of the assessment.
- Provide proof that the results of the most recent assessment have been communicated to the public, including progress toward meeting the policy's goals.

Technical Assistance:

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

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Northeast School Corporation (7645)

Program Year 2024

North Central Jr./Sr. High School
(7917)

620 N Washington Street
Shelburn, IN 47879-8120

Food Service Contact

Ms. BryAnn Wilson
Supervisor
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Month of Review: March 2024

Date of Onsite Review: April 4, 2024

Meal Components & Quantities - North Central Jr./Sr. High School (7917)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9053: Milk variety not offered throughout the serving period on Day of Review.

During the onsite observation of the breakfast grab-and-go meal service line, two types of required milk varieties were not available throughout the serving period.

Corrective Action:

Technical assistance was provided onsite to the food service staff regarding offering different types of milk during serving periods. The staff added unflavored milk to the grab-and-go station so students could choose between various types.

Therefore, an additional response is not required.

Technical Assistance:

When it was observed that only one type of milk was being offered, the school was advised and given the opportunity to add another type of milk to the meal service line.

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 in the production records.

- Production record did not detail all choices offered within the reimbursable meal, including milk types and condiments.
- Production records were incomplete.
- Production records do not break out the servings for the different grade groupings.
- Portions sold a la carte/adults were not separated from portions served in the reimbursable meal.

Corrective Action:

Technical assistance regarding the completion of production records during the onsite review was provided to the foodservice staff. **For corrective action, completed (breakfast and lunch) production records for one week must be submitted to the State Agency.**

500. Day of Review- Offer vs. Serve was properly implemented

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements. Where a student selected a reimbursable meal, the student was made to select an additional item(s).

Corrective Action:

For corrective action, retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign-in sheet for attendees.

Technical Assistance:

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

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General Program Compliance - North Central Jr./Sr. High School (7917)

1105. Foods and beverages sold to students during the school day meet Smart Snacks standards

Finding 9161: Beverages sold in the school do not meet Smart Snack requirements for the youngest age/grade group enrolled. *Repeat Finding

The school includes grades 7-12 enrollment. Beverages sold in a school with mixed grades must meet the Smart Snacks standards for the youngest age/grade group enrolled. Vending machines used throughout the school day are not in compliance with this requirement.

Corrective Action:

It is recommended that the school work with the vendor to fill the vending machine with compliant items that allow it to be turned on during the instructional day or place it on a timer that begins 30 minutes after the instructional day. **For corrective action, please explain in writing the changes implemented for the vending machines to meet smart snack standards with supporting documentation.**

Technical Assistance:

Smart snack standards are applied during the school day, defined as from midnight before to 30 minutes after the end of the instructional day.

1406. The most recent food safety inspection report is posted in a publicly visible location

Finding 9147: Food Safety Inspection Report

The most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

The reviewer provided technical assistance to the food service director onsite. In addition, the FSD posted the health inspection in the cafeteria. **Therefore, an additional response is not required.**

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

Technical Assistance- Maintenance Needs

There is an existing leak in the dry storage area that has not been fully remedied. The food service staff have containers to catch ceiling debris and water. During the site observation, the food service created a maintenance work order. It is recommended that the food service staff continue to use the containers, clean daily, and work with the local health department if needed until this issue has been fully corrected.