



**SNP Administrative Review Findings**  
**Program Year 2025**

**Plainfield Community School Corp (3330)**

**Plainfield Community School Corp (3330)**

985 South Longfellow Lane  
Plainfield, IN 46168-1443

**Food Service Contact**

Mrs. Kelly L Collins  
Food Service Director  
(317) 839-2578  
kcollins@plainfield.k12.in.us

**Executive Contact**

Mr. Scott Olinger  
Superintendent  
(317) 839-2578  
solinger@plainfield.k12.in.us

No. of Sites / Reviewed: 9 / 2  
Month of Review: February 2025

**Commendations**

- \* The food service director had everything well organized and readily available for the review. The assistant director was also very helpful throughout the review.
- \* The manager and staff at Plainfield Middle School were very professional and conscientious about meeting the School Nutrition Program Requirements.
- \* The certification and benefit issuance process for the sample of students reviewed was completed without error.
- \* The manager/staff at Brentwood do a very good job of setting up their serving line. They use colorful pictures, so the students know what is being served since some items are wrapped.

**Technical Assistance**

- \* Juice is being offered 5 days a week for both breakfast and lunch. It is recommended to reduce how often it is served and replace with whole or canned fruit.
- \* Dented cans were noted on a shelf separated from other canned goods. The manager confirmed she was waiting for instructions to discard or send back. It was recommended to label the can as dented, so it's not accidentally used. The manager fixed it on site.

**General Program Compliance - Plainfield Community School Corp (3330)**

*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:

- a) Description of program overview and facility including type of facility,
- b) Average daily participation for programs being offered,
- c) Employee list on site,
- d) Equipment list/inventory and table of contents.
- e) Monitoring procedures for SOPs and CPPs. (Who will monitor SOPs and CPPs and how often.)
- d) How often is the plan reviewed and by whom? (At least annually.)

**Corrective Action:**

**Provide updated food safety plan to state agency as corrective action. Link below is information on food safety plan from our website.** [https://www.in.gov/doe/nutrition/food-safety/#Food\\_Safety\\_Plan\\_General\\_Information](https://www.in.gov/doe/nutrition/food-safety/#Food_Safety_Plan_General_Information).



**SNP Administrative Review Findings**  
***Program Year 2025***

**Plainfield Community School Corp (3330)**

**Brentwood Elementary School (2763)**

985 South Longfellow Lane  
Plainfield, IN 46168-1443

**Food Service Contact**

Mrs. Kelly L Collins  
Food Service Director  
(317) 839-2578

Month of Review: February 2025

**No Findings during Site 2763 Review**



**SNP Administrative Review Findings**  
**Program Year 2025**

**Plainfield Community School Corp (3330)**

**Plainfield Community Middle School  
(2750)**

985 South Longfellow Lane  
Plainfield, IN 46168-1443

**Food Service Contact**

Mrs. Kelly L Collins  
Food Service Director  
(317) 839-2578

Month of Review: February 2025

**Meal Components & Quantities - Plainfield Community Middle School (2750)**

*404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk*

**Finding 9000: Other Finding**

Milk for meals is being served in the same air cooler as all other a la carte beverages. Only fluid milk (or approved nutritionally equivalent alternates) can be promoted, and other beverages cannot compete as an alternate selection to milk throughout the food service area. It should be clear to students that fluid milk is a part of the reimbursable meal.

**Corrective Action:**

**For corrective action look for a way to display milk and a la carte beverages separately, with milk displayed on a higher shelf to make it more visible to students. Include signage that clearly states that milk is part of a reimbursable meal. Provide a picture of the new set up to the state agency.**

**Technical Assistance:**

Technical assistance was given on site and strategies to improve the milk display were discussed.