



**SNP Administrative Review Findings**  
*Program Year 2024*

**Vigo County School Corp (8030)**

**Vigo County School Corp (8030)**

3250 Maple Avenue  
Terre Haute, IN 47804-1727

**Food Service Contact**

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**Executive Contact**

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No. of Sites / Reviewed: 25 / 4  
Month of Review: January 2024

**Commendations**

- \* The foodservice staff interacted with the children and took pride in serving their students and teachers. The staff did a great job organizing and preparing for the Administrative Review. In addition, all staff was available to learn throughout the day while the review was conducted.
- \* West Vigo Middle/High School had many entrees, fruits, and vegetables. During the site review, it was nice to see a baked potato option. Plain baked potatoes are a good source of vitamins, fiber, and minerals.
- \* The kitchen surfaces, equipment, walk-in cooler, freezer, and storeroom at Riley Elementary, Terre Town Elementary, and West Vigo Middle/High School were well-maintained and clean.
- \* The storage areas at Riley Elementary and West Vigo Middle/High School are being used to store food items in other schools. The process the food service team has in place ensures the products are regularly rotated, ensuring the first-in-first-out method for a better-quality product.
- \* The administration has an annual process for reviewing negative charges for student accounts. This process is fully implemented and allows the food service team to reconcile all negative accounts.

**Technical Assistance**

- \* Annual Civil Rights training for School Nutrition Programs is required for people who have program duties that could include monitoring, meal counting, determining eligibility, program directors and administrators, food service staff, staff who interact with students during meal service, etc. The sponsor should work with the administration to ensure access to training records for people with program duties in school nutrition that are not food service staff, and training is completed annually.
- \* All schools had a food safety plan available during the site review. It is recommended that the food safety plans be reviewed between school years to determine areas that can be improved, changed, or added to the plan. Food safety plans need to be site-specific. For more information, visit the IDOE food safety plan general requirements.  
[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)
- \* Vending machines were on during the school day at Washington Alternative School, but most drinks (except water) are only allowable for students in grades 9-12. The school administration was made aware of these requirements during the onsite visit. The reviewer has advised school staff to communicate the vending machine limits to students and to place signage on the vending machine indicating it is only for high school student use (not middle school).
- \* The point-of-sale (POS) has a charging limit (to prevent negative accounts) for a la carte items such as extra entrées or milk. During the site reviews, it was observed that some of the schools allow students to take items free of charge if they cannot charge to the POS and do not have cash in hand. These items were not being tracked for necessary payment to the food service account. The food service administrative team should retrain staff regarding the charging procedures. If items are provided free of charge, these must be tracked and included in the non-program revenue calculation. If the calculation is not breaking even, a restoration of funds will need to occur.
- \* The documentation for professional standards provided was for program year 2023. During the review, the SFA provided the professional standards tracking for the program year 2024. While the administrative staff has hours tracked for PY 2024, none of the site staff training has been recorded. It is highly recommended that the training be tracked as it occurs and for immediate awareness for employees to know the status of completed required hours.



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- \* It was observed at West Vigo Middle/High School that many students were in the cafeteria after school. It is recommended to consider participating in the after-school snack program for students. Programs must be organized to provide children with regularly scheduled enrichment or educational activities in a structured and supervised setting.
- \* Community Eligibility Provision (CEP) is an alternative to collecting, approving, and verifying household eligibility applications for free and reduced-price eligible students in high-poverty local educational agencies (LEAs) for schools participating in the National School Lunch and School Breakfast Programs. CEP offers students breakfasts and lunches at no cost (free). It is recommended that the SFA look closely at each school's direct certification-free percentages to try to qualify for CEP.

### Certification and Benefit Issuance - Vigo County School Corp (8030)

126. *Certification: selected applications correctly approved.*

#### **Finding 9901: Selected applications correctly approved**

Multiple applications were certified incorrectly or utilized incomplete information.

- One application was approved at face value for a homeless categorical eligibility.
- Two applications were missing a signature.

#### **Corrective Action:**

The reviewer provided onsite technical assistance regarding a completed application, how to document follow-up efforts to obtain missing information, and when homeless and migrant liaisons are needed for free and reduced determinations. In addition, the reviewer provided the determining official with the opportunity to correct the applications with missing signatures.

- Both applications with missing signatures were corrected during the onsite review by having the household sign the application.
- After the determining official worked with the homeless liaison, it was determined that the household did not meet the criteria for being homeless. The household completed an application and was qualified as reduced.

The determining official reviewed the following free & reduced training fact sheets. Once completed, the determining official signed the fact sheets and submitted a copy to the reviewer. **Therefore, an additional response is not required.**

- Identification of a completed application- [https://docs.google.com/document/d/1O-4K9RvbHsU2unP3HyswH0T4cFkuSF\\_QvwmbIM4jRA/edit](https://docs.google.com/document/d/1O-4K9RvbHsU2unP3HyswH0T4cFkuSF_QvwmbIM4jRA/edit).

-Homeless application- [https://docs.google.com/document/d/1-QzKIZNF7rH-G5N1Rv1\\_dRozXXQ7DgVCcj98EHwCUC8/edit?usp=sharing](https://docs.google.com/document/d/1-QzKIZNF7rH-G5N1Rv1_dRozXXQ7DgVCcj98EHwCUC8/edit?usp=sharing).

133. *Direct Certifications were correctly certified*

#### **Technical Assistance- Direct Certifications were not correctly certified**

Eleven students identified during the benefit issuance review received a lesser benefit than qualified. Due to a notification error in CNPweb, the SFA was unaware of the increased benefits for these students. The reviewer provided technical assistance onsite on how to identify the new changes. The determining official implemented the new changes on February 29, 2024.

### Verification - Vigo County School Corp (8030)

215. *SFA completed verification by November 15*

#### **Finding 9048: Verification not completed by November 15.**

The reviewer was unable to validate the completion of the verification process by November 15. The report pulled from the



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software system that houses verification stated verification was completed after November 15. Additionally, the result letters did not have dates, and the date the benefit was changed beyond 10-day notice if sent by November 15.

#### **Corrective Action:**

The verification official reviewed the verification how-to fact sheet. Once completed, the verification official signed the fact sheet and submitted a copy to the reviewer. [https://docs.google.com/document/d/1k2SleVd6qN9NNMT-hBbRQtLiED2TkirtEN5nvrF\\_bOM/edit](https://docs.google.com/document/d/1k2SleVd6qN9NNMT-hBbRQtLiED2TkirtEN5nvrF_bOM/edit)

**For corrective action, the sponsor is required to list a date on all letters sent to the household. Please confirm that the dates have been added to the letter templates that will be used for the verification process.**

## Resource Management Comprehensive Review - Vigo County School Corp (8030)

### 764. Catering/School Events

#### **Technical Assistance- Catering Invoices not paid within timely manner**

Minimal catering occurs for the school nutrition program, but the catering invoices are not paid in a timely manner. Currently, the school holds the invoices and pays at an undetermined later date. The catering invoices should be reconciled monthly with the rest of the fund 0800 account.

### 765. Adult Meals

#### **Finding 10163: Covering adult meal costs**

Certain non-foodservice staff receive meals at no cost. The meals are not easily tracked as they are entered into a generic no-ID account used for foodservice staff or other adults without an account. A procedure has not been established to ensure non-federal funds are correctly transferred to the non-profit school foodservice account to cover the cost of these meals.

#### **Corrective Action:**

Breakfasts and lunches served to teachers, administrators, custodians, and other adults must be priced so that the adult payment, in combination with any per-lunch 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 lunch. The SFA submitted to the State Agency a procedure for accurately tracking adult meals served at no cost to the non-foodservice staff at no charge. The SFA sent out school-wide outreach to administrators and staff, explaining that starting April 1, 2024, meals will no longer be free for school administrators, school protection officers, custodians, and maintenance personnel. **For corrective action, the SFA will need to restore \$16,659.75 to the non-profit food service account using non-federal funds. Supporting documentation for the restoration must be submitted to the State Agency.**

#### **Technical Assistance:**

It is an allowable expense of the non-profit foodservice account, at local discretion, to provide a meal to food service staff at no cost. These meals must be tracked in the production record as adult meals and are not eligible for reimbursement. More information regarding the pricing of adult meals can be found at <https://www.fns.usda.gov/cn/pricing-adult-meals-national-school-lunch-and-school-breakfast-programs>.

### 769. Indirect Cost Rate Agreement

#### **Technical Assistance- Applying the Indirect Cost Rate**

SFA was advised to obtain documentation anytime the full amount of allowable indirect costs for a program year will not be charged to the foodservice account and there will be no attempt to collect the full amount in the future, as occurred for PY 2022-2023. When the non-profit school foodservice account is not charged the full indirect cost rate, it would be a best practice to obtain in writing that the additional amount not charged is not considered a loan and repayment is not expected. Additionally, indirect costs should be charged consistently among all federal programs per federal regulations.



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#### 774. Verification of Indirect Cost Documentation

##### **Technical Assistance: Insufficient documentation for Indirect Cost billing.**

The SFA charges trash removal to the nonprofit food service account. The SFA prorates the amount of trash removal charges, which would fall into the parameters of indirect charges and should be included in an indirect cost pool. Currently, the SFA is documenting these costs as direct instead of indirect. If the SFA would like to charge trash removal directly, the food service should have dedicated dumpsters at each location.

During the site review, the reviewer worked with the food service director to revise the annual financial report in CNPweb to record the trash removal charges as an indirect cost. For additional questions regarding the calculation of indirect costs, please contact the School Finance or SCN Finance departments.

### General Program Compliance - Vigo County School Corp (8030)

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

##### **Finding 9000: Milk substitutions on the Day of Review are not allowable.**

Milk substitutions made on the Day of Review at the selected schools were not allowable per 7CFR 210.10. Most substitutions were juice without a supporting medical statement.

##### **Corrective Action:**

A milk substitute request can come from a parent or guardian, but the substitute must be nutritionally equivalent to milk. If the requested substitute is not nutritionally equivalent and, therefore, outside of the meal pattern, the request must come in the form of a medical statement from a medical professional with prescriptive authority. Starting March 25, 2024, the SFA implemented a form for households to complete for special dietary needs, including a spot for medical authority if needed. All student households with milk substitutions were contacted to receive updated documentation if outside the meal pattern to ensure accommodations were being met through the meal pattern or medical authority documentation substitution. Additionally, the food service director completed the special dietary needs training in Moodle and provided the training certificate to the reviewer as documentation that the training had been completed. **Therefore, an additional response is not required.**

##### **Technical Assistance:**

All special dietary needs are now recognized as a disability and, therefore, must be accommodated.

#### 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 Update**

The current VCSC assessment posted on the website is outdated. The wellness coordinator partnered with the Indiana Department of Health in September 2022. IDOH made several recommendations for the wellness committee to consider adding to strengthen the current policy. Outreach methods outlined in the policy are listed as the corporation website. The SFA will need to update the evaluation to the most recently completed one on the website.

#### 1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements

##### **Finding 9010: Smart Snacks information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Smart Snacks policies and practices could not be validated during on-site observations. Discrepancies or deficiencies found on-site:

The schools have not determined compliance for smart snacks for side items that are sold with reimbursable meals, such as



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biscuits, rolls, cookies, potato products, etc. On the day of review at West Vigo Middle/High School, Riley Elementary, and Terre Town Elementary, tater tots, mashed potatoes, enriched cookies, and biscuits were sold to students, which were determined to not meet smart snack requirements.

**Corrective Action:**

For corrective action, the resources below will be reviewed to help better understand the Smart Snacks requirements. The SFA ran all the side items being sold outside the reimbursable meal through the Smart Snack calculator to determine compliance. The SFA provided a written response on March 26, 2024, stating that the only items being sold to students have been determined to be compliant through the calculator. **Therefore, an additional response is not required.**

**Technical Assistance:**

A Guide to Smart Snacks in Schools: <https://www.fns.usda.gov/sites/default/files/resource-files/smartsnacks.pdf>  
Indiana's Fundraisers Rule: <https://drive.google.com/file/d/1ilvfWWYSXCbl2xXU-hfv1Fyz-44G3b2l/view?usp=sharing>  
Nutrition Standards for All Foods Sold in Schools: [https://fns-prod.azureedge.us/sites/default/files/resource-files/allfoods\\_summarychart.pdf](https://fns-prod.azureedge.us/sites/default/files/resource-files/allfoods_summarychart.pdf).



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**Vigo County School Corp (8030)**

**Riley Elementary School (8593)**

3250 Maple Avenue  
Terre Haute, IN 47804-1727

**Food Service Contact**

Ms. Melissa Green  
Cafeteria Manager  
(812) 462-4449

Month of Review: January 2024

Date of Onsite Review: February 26, 2024

**Meal Components & Quantities - Riley Elementary School (8593)**

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

**Technical Assistance- Share Tables**

On the Day of Review, the students were throwing away packaged, unopened items during the meal observations. Although the school has implemented a share cart, it is heavily underutilized. It is suggested that the share cart be moved to a prominent location for students to utilize daily.



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**Vigo County School Corp (8030)**

**Terre Town Elementary School (8607) Food Service Contact**  
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Ms. Linda Wright  
Cafeteria Manager  
(812) 462-4385

Month of Review: January 2024  
Date of Onsite Review: February 29, 2024

**Meal Components & Quantities - Terre Town Elementary School (8607)**

*401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components*

**Finding 9000: Special Dietary Needs Meal Offerings**

On the day of review, the school did not provide a student requiring a gluten-free diet with all the components in the meal pattern needed to select a reimbursable meal (missing grain component). Also, the school prepares the meal separately for the student to pick up, which does not allow the student to select from the different options of fruit and vegetables. This meal was disallowed.

**Corrective Action:**

Starting March 25, 2024, the SFA implemented a form for households to complete for special dietary needs, including a spot for medical authority when needed. **For corrective action, the school food service team will need to create options for gluten-free students in all meal components. Please provide a copy of these options.**



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**Vigo County School Corp (8030)**

**Washington Alternative School (8611) Food Service Contact**  
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Mrs. Dawn Young  
Cafeteria Manager  
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Month of Review: January 2024  
Date of Onsite Review: February 26, 2024

**Meal Components & Quantities - Washington Alternative School (8611)**

*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

**Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.**

Based on a review of production records and other supporting food crediting documentation during the Review Period, January 2024, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals with insufficient required meal components during the reviewed period:

- Five days' worth of meal documentation demonstrated only 1/2 cup of fruit was offered and served to students in grades 9-12 for lunch. At this time, no meals have been disallowed; however, if this occurs in subsequent reviews, it could result in future meal disallowance.

**Corrective Action:**

**For corrective action, please create a written standard operating procedure (SOP) that explains how the daily site staff will implement the planned menu, address substitutions of the meal pattern when necessary, and how documentation will be completed. The SOP should also include how the daily production will be monitored. Additionally, complete the meal pattern training found on the Moodle website and provide the certificate as proof of completion.**

**Technical Assistance:**

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>  
Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>

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

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

Site reviews at Washington Alternative School and West Vigo Middle/High School demonstrated one or more cashiers did not demonstrate a clear understanding of OVS and its requirements. When the student selected a reimbursable meal, the student was made to choose an additional item(s).

**Corrective Action:**

The food service administrative team created a breakfast reference sheet that includes planned entree menu contributions (one or two food items) to assist schools with easy identification. Additionally, the reviewer conducted Offer vs. Serve training with food service employees on April 11, 2024. **Therefore, an additional response is not required.**

**Technical Assistance:**

The school received technical assistance during the on-site visit. The food service administrative team should continue to complete monitoring visits to ensure employees have a clear understanding of offer vs. serve.





## SNP Administrative Review Findings

Vigo County School Corp (8030)

### Program Year 2024

#### West Vigo Middle/High School (8461)

3250 Maple Avenue  
Terre Haute, IN 47804-1727

#### Food Service Contact

Ms. Karla Eldredge  
Cafeteria Manager  
(812) 462-4361

Month of Review: January 2024

Date of Onsite Review: February 27, 2024

### Preschool - West Vigo Middle/High School (8461)

#### 1. West Vigo Middle/High School Preschool Checklist

##### **Finding 9000: Preschool Meal Pattern Requirements not met**

During breakfast, the preschool and pre-k classes are not co-mingled with other grade groups in the school, which require a separate meal pattern. The following meal pattern issues were identified during the onsite review.

- Grain-based desserts were provided as the entree choice on the day of review.
- Students have the option of flavored milk.

##### **Corrective Action:**

The reviewer provided onsite technical assistance regarding the preschool meal pattern. **For corrective action, please provide revised menus for the breakfast meal service for preschool at West Vigo Middle/High School.**

##### **Technical Assistance:**

For more information, the meal pattern reference for preschool/pre-k meals-  
[https://drive.google.com/file/d/1B33s8s90fAsg\\_meGGJQkYWuJeJhzuJkz/view](https://drive.google.com/file/d/1B33s8s90fAsg_meGGJQkYWuJeJhzuJkz/view).

### Meal Components & Quantities - West Vigo Middle/High School (8461)

#### 401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

##### **Finding 9000: Insufficient Meal Identification for Claimed Meals**

On the day of review, two lunch meals and one breakfast meal were observed without a fruit/vegetable component.

##### **Corrective Action:**

Students must select a 1/2 cup of fruit or vegetable if a meal is to be claimed for reimbursement. The food service director adjusted the onsite review month claim for reimbursement, ensuring the disallowed meals were not reimbursed. Additionally, the site staff attended the offer vs. serve training led by the reviewer on April 11, 2024. **Therefore, an additional response is not required.**

#### 409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

##### **Finding 10139: Production Records**

Production records do not show that menus are planned based on age/grade grouping. One production record was completed for grades 7-12 with no proof of varying portion sizes for lunch.

##### **Corrective Action:**

Technical Assistance was provided to administrative staff during the menu review. As a result, the school has started completing a production for each grade grouping at lunch. The school provided one week of completed production records to the reviewer, including temperatures and point-of-sale reports. **Therefore, an additional response is not required.**

### General Program Compliance - West Vigo Middle/High School (8461)

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

##### **Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.**

Some foods and beverages sold to students during the school day outside the cafeteria do not meet Smart Snacks standards. On the day of review, a coffee shop was available for students in grades 7-12 to purchase. The drinks were not compliant.



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Additionally, immediately following the end of the school day, in the cafeteria, a club was selling snacks that did not meet Smart Snacks standards. It was also noted that there were more than two exempt fundraisers this current school year.

**Corrective Action:**

Smart snack standards are applied during the school day, defined as from midnight to 30 minutes after the end of the instructional day. The SFA created written standard operating procedures for determining compliance for smart snacks sold outside the cafeteria and approval procedures for related fundraisers. The SOP was sent out district-wide to local school staff, including the reviewer. The coffee shop and after-school cart closed after the site reviews were conducted. Any salesperson will be required to follow the operating procedures to determine compliance first. **Therefore, an additional response is not required.**

**Technical Assistance:**

Indiana's Fundraiser Exemption Rule- <https://drive.google.com/file/d/1ilvfWWYSXCbl2xXU-hfv1Fyz-44G3b2l/view?usp=sharing>.

For more information regarding smart snacks, please visit <https://www.in.gov/doe/nutrition/smart-snacks-in-schools/>.

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

**Technical Assistance- Product Shelf Life**

Some 2019 products that are no longer in use on the current cycle menu were found in the dry storage. The manager disposed of them on the day of review. Commodity ham products have been stored in the freezer since January 2022. The sponsor must check all storage requirements (double-check with the local health department) to ensure the product's usability. Below are some resources from the Food Safety & Inspection Service, U.S. Department of Agriculture.

Freezing and Food Safety- <https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics/freezing-and-food-safety>.

Shelf-Stable Food Safety- <https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics/shelf-stable-food>.

Food Product Dating- <https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics/food-product-dating>.



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No. of Sites / Reviewed: 25 / 2  
Month of Review: June 2023

**Seamless Summer Option - Vigo County School Corp (8030) 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](#)

1806. SFA advertise the availability and location of free meals at area eligible sites?

**Finding 9240: SFA did not advertise the availability and location of free meals at area-eligible SSO sites to the community.**

During the site review conducted on June 12, 2023, it was determined the SFA did not advertise the schools participating in the Seamless Summer Option as open sites to the public. The schools provided meal service in a closed enrolled environment for summer school. If a school is providing meal service for summer school children, it is required that the site operate as an open meal site.

**Corrective Action:**

For corrective action, the SFA must conduct outreach to the community, announcing it as an open site. Please provide a copy of the outreach conducted. If outreach is not conducted, a recalculation of meals will be required for the monthly claim. The SFA completed outreach by posting information on the school websites for all open sites in the community on June 13, 2023, and provided a copy to the reviewer. **Therefore, an additional response is not required.**



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**Vigo County School Corp (8030)**

**West Vigo Middle/High School (8461)**

3250 Maple Avenue  
Terre Haute, IN 47804-1727

**Food Service Contact**

Ms. Karla Eldredge  
Cafeteria Manager  
(812) 462-4361

Month of Review: June 2023

Date of Onsite Review: June 27, 2023

**Seamless Summer Option - West Vigo Middle/High School (8461) Conducted June 2023**

1815. *Observed meals counted for reimbursement contain all required components?*

**Technical Assistance- Additional Servings Outside the Reimbursable Meal**

During the site review, it was observed that several students were taking single items, such as the main entree, which did not make a meal, but staff were not charging for these items or tracking how many were taken. The reviewer discussed with the food service director that these items must be tracked and calculated with the assessment of non-program revenue. If the calculation shows the federal reimbursement is subsidizing the non-program foods, then a non-federal transfer of funds will be completed to cover the difference.

1819. *OVS properly implemented?*

**Finding 9259: Offer vs. Serve is not being properly implemented.**

Staff taking the point-of-service meal count did not demonstrate a clear understanding of OVS and its requirements. As observed on the Day of Review, one or more participants who had selected a reimbursable meal were made to choose an additional item.

**Corrective Action:**

For corrective action, retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training. On August 11, 2023, the food service director provided to the reviewer documentation of OVS training that was conducted on July 26, 2023. Additionally, the administrative staff provided USDA OVS handouts and training videos.

**Technical Assistance:**

Technical assistance was provided to ensure Offer vs. Serve is properly implemented in the future.

1837. *School site – most recent food safety inspection posted, visible to the public?*

**Finding 9283: Food Safety Inspection Report**

The most recent food safety inspection report is not posted in a publicly visible location at this SSO site located at a school.

**Corrective Action:**

The reviewer provided technical assistance onsite with the cafeteria manager. In addition, the CM posted the health inspection in the cafeteria. Therefore, an additional response is not required.



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**Vigo County School Corp (8030)**

**Woodrow Wilson Middle School (8485) Food Service Contact**

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(812) 462-4467

Month of Review: June 2023

Date of Onsite Review: June 12, 2023

**Seamless Summer Option - Woodrow Wilson Middle School (8485) Conducted June 2023**

1814. *Required meal components available on every meal service line to all participating students?*

**Finding 9000: Meal Pattern Portion Sizes**

On the day of the review, field trip meals were provided for 40 students. Each meal contained 1/2 cup of vegetable instead of the required 3/4 cup for grade grouping K-8, resulting in a disallowance.

**Corrective Action:**

For corrective action, please provide supporting documentation showing the meals were not included in the June 2023 claim reimbursement, including the daily meal count sheets to support the monthly claim.

On August 11, 2023, the Food Service Director provided documentation to support the monthly claim. The field trip meals were not included in the claim for reimbursement. **Therefore, an additional response is not required.**

**Technical Assistance:**

For more guidance on field trip meals, please refer to:

[https://docs.google.com/document/d/1qoe3DiGW5w\\_1MEID1G3qmZinQn4bc4K6W89I7ms3R40/edit?usp=sharing](https://docs.google.com/document/d/1qoe3DiGW5w_1MEID1G3qmZinQn4bc4K6W89I7ms3R40/edit?usp=sharing)

1818. *Two varieties of milk available, allowable substitutions?*

**Technical Assistance: Milk Substitutes**

During the onsite visit, the reviewer provided technical assistance regarding milk substitutions outside of the meal pattern for the fluid milk component. More information can be found here:

[https://docs.google.com/document/d/1e2k\\_EzKBSPS843Vgc9cOCModxjpPUfEoglwTV4-X0Ik/edit](https://docs.google.com/document/d/1e2k_EzKBSPS843Vgc9cOCModxjpPUfEoglwTV4-X0Ik/edit). If a student needs juice, water, or a milk substitute not nutritionally equivalent to cow's milk due to a medical need/disability/impairment, SFAs need a medical statement signed by a health care provider with prescriptive authority such as a physician.

When the medical statement is required, it must include:

- Information about the child's physical or mental impairment that is sufficient to allow the SFA to understand how it restricts the child's diet,
- An explanation of what must be done to accommodate the child's disability, and the food or foods to be omitted and recommended alternatives, in the case of a modified meal.

SFAs cannot delay implementation until they receive the medical statement and must accommodate the student as soon as possible. If a medical statement is not immediately provided, the SFA must document the initial interaction with the household and should document all attempts to contact the household regarding obtaining a medical statement.

1827. *Meal documentation for last five days of review period indicate required meal components available?*

**Finding 9267: Documentation for the last five operating days of the Review Period indicate that some meals were missing required meal components.**

Based on a review of the SSO site's documentation and procedures, such as production records and nutrient analysis records for the last five operating days of the Review Period, not all meals contained all required meal components.

-Two days of the week of June 5, 2023, included an insufficient serving of vegetables (1/2 cup offered instead of 3/4 cup).

**Corrective Action:**

The school will offer two different types of vegetables daily; however, some days might include only one vegetable serving. On these days, the school will post signage explaining that the two servings may be taken with the meal offering. **Therefore, additional corrective action is not required.**