

**SNP Administrative Review Findings****Anderson Community School Corp (5275)****Program Year 2023****Anderson Community School Corp (5275)**

1600 Hillcrest Ave.  
Anderson, IN 46011-1004

**Food Service Contact**

Ms. Kelsi L Hall  
Director of Nutrition & Food  
Services  
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**Executive Contact**

Dr. Joe Cronk  
Superintendent  
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No. of Sites / Reviewed: 14 / 3  
Month of Review: December 2022

**Commendations**

- \* The planned fruits and vegetables made for a very colorful meal on the serving lines and on the student trays.
- \* The staff did a great job organizing and preparing for their 2023 Administrative Review. In addition, all staff were willing to learn and improve in any way possible. Lastly, they were very accommodating and helpful with both the state agency and USDA staff.

**General Program Compliance - Anderson Community School Corp (5275)**

*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 Committee and Assessment**

It is recommended that the Wellness Committee meet annually and ensure that the requirements of the policy are shared with all stakeholders, especially building principals.

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

**Technical Assistance - Smart Snacks Sales Tracking**

All food sold to students during the school day, defined as midnight to 30 minutes after dismissal, must meet Smart Snacks requirements or be counted as only two allowable exempt fund raisers per school per year. The Food Service Director must be informed and approve any food/beverages sold to students during the school day. Building principals need to be informed of this requirement and understand that noncompliance can lead to the withholding of federal reimbursement funds until compliance is attained.

*1211. Validation of SFA employee count*

**Finding: Vended Site Food Service Staff Professional Standard Training Hours**

The food service staff at Holy Cross have not completed any Professional Standard Training Hours.

**Corrective Action:**

Regardless of whether the food service staff are employed or are volunteers, annual training must occur and be tracked. The two parochial schools must require training of the staff who are serving and taking meal counts. This must be tracked by the Anderson Community Schools FSD since they are providing the meals and receiving the reimbursement. The FSD has added this requirement to the agreement they have with Holy Cross Schools and will include them in the annual training conducted for ACS food service employees. Additionally, Holy Cross staff should complete the annual civil rights training on Moodle and provide documentation of completion.

**Technical Assistance:**

The link to the IDOE Moodle website is found here: <https://moodle.doe.in.gov/>. Each person is encouraged to create their own username and password in order to access the School and Community Nutrition (SCN) trainings.

**Technical Assistance-Health Inspection**

The most recent health inspection should always be posted in a visible location for the public to view.

**SNP Administrative Review Findings**

**Anderson Community School Corp (5275)**

**Program Year 2023**

**Anderson Intermediate (4967)**

1600 Hillcrest Ave.  
Anderson, IN 46011-1004

**Food Service Contact**

Mrs. Melissa Couch  
Cafeteria Manager  
(765) 641-2047

Month of Review: December 2022

Date of Onsite Review: January 31, 2023

**Meal Components & Quantities - Anderson Intermediate (4967)**

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

**Finding: Students not taking all required components**

Although students were supposed to take all components and staff was telling students to take all components, some students did not take the milk. There was confusion that if bundling meals, they could not do Offer Versus Serve. Twenty-five meals were disallowed for not having all components at the POS.

**Corrective Action:**

The FSD immediately remedied the situation by changing the breakfast to OVS, since it is already used at lunch. This will resolve the issue of wasting items the students do not intend to consume. Therefore, if this practice continues, no further action is necessary.

*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*

**Technical Assistance-Milk Substitutions**

If not doing OVS at breakfast, all students needing a milk substitution must be given one or a medical statement must be on file. It is highly recommended that OVS be implemented at breakfast, and this recommendation was taken immediately. The value of milk as a part of a healthy diet should be promoted. Consider reaching out to the dairy industry to get promotional materials.

*502. Day of Review- signage explaining the OVS reimbursable meal was posted near/at the beginning of the service line*

**Technical Assistance - Signage on the serving line**

While there was signage regarding what makes a meal and offer versus serve, additional signage on the serving line to remind the students they must have at least 1/2 cup fruit or vegetable over the area where the fruits and vegetables are placed on the serving line. Additionally, consider nicer containers to put the condiments and sporks in instead of using cardboard boxes.

**General Program Compliance - Anderson Intermediate (4967)**

*1405. Two food safety inspections are received each school year from the local health department*

**Technical Assistance - Dishroom wall issue needs immediate repair**

In the corner of the dishroom where the concrete walls meet drywall there is an issue that must be repaired. The wall appears to be softening due to long term exposure to water from the dishmachine. A solution to prevent this from occurring would be to have a stainless-steel panel installed in that area.

**SNP Administrative Review Findings****Anderson Community School Corp (5275)****Program Year 2023**

1411. *Review of agricultural food components indicates violations of the Buy American provision*

**Technical Assistance - Buy American**

Please ensure that there are procedures in place with your staff/vendors as to how to handle when products are substituted and come from foreign countries. While foods can be purchased/sourced from countries other than America, it is highly encouraged to plan seasonal menus and to purchase products grown in America. Retain all records regarding substitutions that are made by the coop or vendor on the corporation's behalf.

**Other Federal Programs - Anderson Intermediate (4967)**

1700. *ASSP – areas identified requiring TA, CA?*

**Finding: Afterschool Snack Program areas required technical assistance or corrective action as noted on the Afterschool Snack Program review.**

Areas requiring technical assistance: Areas requiring Corrective Action:

**Technical Assistance:**

Consider planning ASSP menus with more variety in mind. Currently all ASSP include only 2 components, juice, and a grain item. While the planned menu meets the requirements, providing a wide variety of foods from the 4 components would ensure exposure to more nutrients.

**SNP Administrative Review Findings**

**Anderson Community School Corp (5275)**

**Program Year 2023**

**Compass (4906)**

1600 Hillcrest Ave.  
Anderson, IN 46011-1004

**Food Service Contact**

Ms. Julie Figel  
Site Supervisor  
(765) 631-6358

Month of Review: December 2022

Date of Onsite Review: January 31, 2023

**Meal Components & Quantities - Compass (4906)**

*400. Day of Review- all required meal components were available to all students during the entire meal service*

**Finding: Insufficient Entrée Choices on the Day of Review**

The Walking Taco entrée choice with meat was not available for the last three students during the lunch review. Staff stated that the school providing meals does not always send the correct number of meals.

**Corrective Action:**

A written procedure outlining the importance of providing the correct number of entrée choices along with a few extra of each should be part of the daily preparation. Upload a copy of this document with both the food service director and school manager's signatures and date with your corrective action plan.

**Technical Assistance:**

The importance of this requirement was discussed with the food service staff on the day of the lunch observation and the day of the exit conference.

*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*

**Technical Assistance-Suggested Signage**

On the day of review, few students selected a full cup of fruit or vegetable. Therefore, to help encourage students to take more fruits and vegetables, added signage is recommended to remind students that an additional fruit or vegetable may be taken at the end of the serving line.

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

**Finding: Recognizing Two Different Grade Group Meal Pattern Requirements**

The menu planner/kitchen staff are not recognizing that two different grade group meal pattern requirements need to be considered when planning lunch for this school. With grades 6-8 and 9-12 there are different component serving requirements.

**Corrective Action:**

Train Compass School food service staff on the two different grade groups meal pattern requirements, how they are to be served differently, and how that is to be documented. Upload the training documentation and the one week of lunch daily production records with both grade groups being represented.

**Technical Assistance:**

While onsite this was discussed with the kitchen manager.

**SNP Administrative Review Findings****Anderson Community School Corp (5275)****Program Year 2023**

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

**Technical Assistance-Offer vs. Serve Refresher**

Offering an Offer vs. Serve refresher training is recommended to help remind staff how to recognize a creditable meal when a grain and/or meat /meat alternate and/or fruit/vegetable is not automatically selected by a student. This was discussed with the staff onsite during the lunch observation when a student was counted for a non-creditable meal. The meal was then made creditable.

**General Program Compliance - Compass (4906)**

1104. *Foods sold to students meet Smart Snacks standards*

**Technical Assistance-Smart Snack**

Currently there is a "broken" soft drink machine containing various non-compliant Smart Snack drinks that are accessible to the students. As a reminder, since your SFA is on the School Breakfast and Lunch Programs, you are required to follow the Smart Snack Guidelines during school day, which is defined as midnight until 30 minutes after the school day ends.

1300. *Potable water is free and available to all students during lunch and breakfast*

**Finding: Free potable water is not available to all students for breakfast when breakfast is served in the cafeteria.**

**Corrective Action:**

The location of the potable water must be in the meal service area or immediately adjacent to the meal service area. This was corrected immediately once the manager was notified this was a requirement. No further action is required.

**Technical Assistance:**

This requirement was discussed with the food service manager while onsite.

**SNP Administrative Review Findings**

**Anderson Community School Corp (5275)**

**Program Year 2023**

**Holy Cross North Campus (C211)**

1600 Hillcrest Ave.  
Anderson, IN 46011-1004

**Food Service Contact**

Mrs. Maria Espinoza  
Cafeteria Cook  
(765) 274-1414

Month of Review: December 2022

Date of Onsite Review: January 30, 2023

**Meal Components & Quantities - Holy Cross North Campus (C211)**

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*

**Technical Assistance-Reimbursable Lunch Signage**

Current lunch signage was not kid friendly. It was almost one full page on explaining the meal pattern guidelines. One that would be easier for children to read is suggested.

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

**Finding: Insufficient Vegetable Subgroups**

For the lunch Menu Certification week, no dark green vegetables were served, and an insufficient amount of red/orange vegetable was served.

**Corrective Action:**

For children of this meal pattern grade group of K-8, they are required to receive at least 1/2 cup dark green and 3/4 cup red/orange vegetables each week. Upload with your corrective action plan two weeks of lunch menus for grades K-8 menus demonstrating all requirements are being met.

**Technical Assistance:**

The vegetable subgroup requirements were reviewed with the food service director during the administrative review.

**General Program Compliance - Holy Cross North Campus (C211)**

811. *The USDA "And Justice for All" poster is displayed in a prominent location and visible to recipients of benefits*

**Finding: Justice for All poster not displayed in prominent location.**

The USDA "And Justice for All" poster was not displayed in a prominent location where it is visible to recipients of benefits.

**Corrective Action:**

This was corrected while onsite. No further action is required.

**Technical Assistance:**

This requirement was discussed during the onsite visit.