

SNP Administrative Review Findings

Baugo Community School Corp (2260)

Program Year 2023

Baugo Community School Corp (2260)

29125 CR 22 West
Elkhart, IN 46517-9354

Food Service Contact

Mrs. Kim D Johnson
Food Service Director
(574) 293-8583
kjohnson@baugo.org

Executive Contact

Mr. Byron Sanders
Superintendent
(574) 293-8583
bsanders@baugo.org

No. of Sites / Reviewed: 4 / 1
Month of Review: February 2023

Commendations

- * The food service staff did a terrific job planning, organizing, and preparing for their 2023 Administrative Review. Staff were very professional and conscientious about meeting the School Nutrition Program Requirements.
- * Kitchens were clean and staff were personable, well-trained, and performed their duties with a great attitude. Batch cooking was taking place, which allows for a fresher meal for students.
- * A wonderful variety of fresh fruits and vegetables. Staff took the time to cut up and prepackage items for easy serving and consumption such as the cut-up oranges bagged individually.
- * Staff were date marking when product was cut up or served along with an expiration date including marking on boxes of grains and chips the expiration date. They placed "use first" stickers on products to ensure they were accurately rotating first in and first out procedures.
- * Even though they are short staffed, they did a great job in seeing that students move quickly through the line. The help of teachers and other staff members assisted in making sure the students quickly made decisions on making a reimbursable meal. The staff were then in the back making sure they had restocked the line for the next group coming in.

Technical Assistance

- * The date on the verification letter should be the date that denial starts if information is not received.
- * When conducting the on-site monitoring at each school, it is important for the manager or site supervisor to sign off on the report as receiving it even if no corrective action is required.

Verification - Baugo Community School Corp (2260)

211. SFA's verification notification letter included all required information

Finding 9000: Hearing Official name and contact not listed on letter.

The official verification notification letter did not have the hearing official name and contact information on the letter.

Corrective Action:

The Food Service Director updated the saved letter with the hearing official contact information. If implemented as discussed and corrected on-site, no further action is required.

Technical Assistance:

The reviewer discussed with the food service director that the verification results letter must list the hearing officials name separate from the person processing the verification procedures. It allows the parent to contact someone not involved in the verification process.

General Program Compliance - Baugo Community School Corp (2260)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Finding 9011: Local School Wellness Policy 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 Local School Wellness Policy could not be validated during on-site observations. Deficiencies found on-site: The current Wellness Policy is missing two goals for Nutrition Education and Physical Education.

SNP Administrative Review Findings**Baugo Community School Corp (2260)*****Program Year 2023*****Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: The SFA is currently meeting to update the Wellness Policy. The team will be meeting this week to address the deficiencies. If completed and approved by the board, no further action is needed.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: The reviewer discussed with the food service director what the requirements were for the Wellness Policy. Further guidance is located on the IDOE webpage at <https://www.in.gov/doe/nutrition/wellness-policies/>.



SNP Administrative Review Findings

Baugo Community School Corp (2260)

Program Year 2023

Jimtown Elementary School (1705)

29125 CR 22 West
Elkhart, IN 46517-9354

Food Service Contact

Mrs. Jody Rusthoven
Cook/manager
(574) 294-8901

Month of Review: February 2023

Date of Onsite Review: February 22, 2023

No Findings during Site 1705 Review