

**SNP Administrative Review Findings**

**Benton Community School Corp (0395)**

*Program Year 2022*

**Benton Community School Corp (0395)**

405 South Grant Avenue  
Fowler, IN 47944-0512

**Food Service Contact**

Ms. Helen M Center  
Food Service Director  
(765) 884-0654

**Executive Contact**

Mr. Scott Van Der Aa  
Superintendent  
(765) 884-0850

No. of Sites / Reviewed: 3 / 2  
Month of Review: October 2021

**Commendations**

- \* The SFA was very prepared for the review and showed urgency to correct any areas of non-compliance.

**Meal Counting & Claiming - Benton Community School Corp (0395)**

*313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

**Finding 9000: Charge Policy**

The charge policy is lacking required information. It must be amended to state only reimbursable meals are allowed to be charged and a define the limit the student is able to charge. Also, the SFA must make the charge policy accessible to households (online, student handbook, etc.)

**Corrective Action:**

The SFA will submit the amended charge policy as corrective action.

**General Program Compliance - Benton Community School Corp (0395)**

*810. The USDA non-discrimination statement is on appropriate Program materials*

**Finding 9000: Non-discrimination Statement**

The non-discrimination statement was not included on a letter sent to households informing them of the availability of free meals.

**Corrective Action:**

SA has provided technical assistance to the SFA that the non-discrimination statement must be used on all program materials. SFA understands the requirements and will include the appropriate non-discrimination statement on all future program materials. No further action required.

*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: Standard Operating Procedures.

**Corrective Action:**

The SFA will develop site-specific standard operating procedures for all kitchens and submit to the SA as corrective action.

*1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

**Finding 9000: SFSP Outreach**

SFA did not complete any SFSP Outreach to notify eligible households of the availability of free meals during the summer months. This is a program requirement to ensure all households have access to meals while school is out of session.

**Corrective Action:**

SFA will develop program materials which inform household of the availability of free meals during the summer months. They will submit these program materials as corrective action.

**SNP Administrative Review Findings****Benton Community School Corp (0395)****Program Year 2022**

**Benton Central Jr-Sr High School  
(0445)**  
405 South Grant Avenue  
Fowler, IN 47944-0512

**Food Service Contact**  
Ms. Elizabeth Brost  
Cafeteria Manager  
(765) 884-0654

Month of Review: October 2021

Date of Onsite Review: December 1, 2021

**Meal Components & Quantities - Benton Central Jr-Sr High School (0445)**

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

**Finding 9000: Offer vs. Serve**

During breakfast meal service, the SA observed the cashier requiring many students that has selected a reimbursable meal to go back and get more items. This was due to not fully understanding the breakfast OVS requirements.

**Corrective Action:**

The SFA will retrain all breakfast staff on OVS breakfast requirements and submit training documents and sign in sheet as corrective action.

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

**Technical Assistance**

SFA should discuss daily menu with staff before meal service to ensure all staff are aware how each item credits toward the meal pattern. On the day of observation, a cashier was crediting macaroni salad as a vegetable.

*406. Day of Review- the meal service is structured to comply with the required age/grade group meal pattern requirements when multiple menus and/or age/grade groups are served*

**Finding 9058: Age/grade group meal pattern requirements not being met for multiple age/grade groups served.**

As observed on the Day of Review, when the school is serving multiple age/grade groups, it has not structured the meal service to meet the specific meal pattern requirements for each age/ grade group being served. USDA has a different meal pattern for grades 7-8 and grades 9-12. Menus should be made for both grade groups that meet the requirements for each and also separate production records should be maintained to show compliance.

**Corrective Action:**

The SFA will submit five days of lunch production records to show how they are offering different serving sizes for both age/grade groups and that they are being tracked separately.

**Technical Assistance:**

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

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

**Finding 9000: Production Records**

SFA did not fully complete all required sections of production records for the week of review. Missing information included the breakdown of number of items served to students, adults, or a la carte. Additional information missing included crediting information for all items served. When completing production records for breakfast and lunch, all sections must be fully completed with all required information.

**SNP Administrative Review Findings**

**Benton Community School Corp (0395)**

*Program Year 2022*

**Corrective Action:**

The SFA will submit to the State Agency five days of production records for breakfast and lunch showing all sections have been fully completed with all required information.

**Technical Assistance:**

SA suggests completing production record training with all kitchen staff to ensure understanding of all requirements.

*410. Review Period- planned menu quantities meet the meal pattern requirements*

**Finding 9000: Crediting Documentation**

During a review of crediting documents for the items menued for the week of review, it was observed the SFA did not have any crediting documentation for one entrée served, beef stew. Before any entrée is menued, the SFA must obtain crediting documentation from the manufacturer to ensure the item meets meal pattern requirements for the age/grade group being served.

**Corrective Action:**

While the SA was on-site, the SFA removed this entrée from the cycle menu and replaced it with another entrée that had compliant crediting documentation. No further action required.

*410. Review Period- planned menu quantities meet the meal pattern requirements*

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

During a review of standardized recipes for the week of review, it was observed one recipe did not yield the required serving size of Meat/Meat Alternate (MMA) as required. The SFA must add an additional five pounds of MMA to the recipe to ensure the stated yield is correct.

**Corrective Action:**

The SFA has made the correction to their recipe and added five pounds of MMA to ensure the final yield is as stated on the recipe. No further action required.

**General Program Compliance - Benton Central Jr-Sr High School (0445)**

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

**Finding 9000: Smart Snacks**

All smart snacks sold during the school day must comply with USDA regulations. The SFA must retain written documentation to verify each food meets the Smart Snacks regulations. During the on-site review, it was observed that two smart snack items did not have proper documentation to show compliance.

**Corrective Action:**

The SFA will submit smart snacks calculator print-outs to show compliance for the following items: Doritos Flamas and Rainbow Chip Cookie.

*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.**

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. The school is not in compliance with this requirement. The coffee bar located in the library allowed 7th and 8th grade students to purchase beverages. Smart Snacks guidelines state coffee is only to be available to grades 9-12.

**Corrective Action:**

The SFA must explain their new process to ensure 7th and 8th grade students do not have access to purchase coffee from the library coffee bar.

**SNP Administrative Review Findings**

**Benton Community School Corp (0395)**

*Program Year 2022*

**Prairie Crossing Elementary School  
(0446)**

405 South Grant Avenue  
Fowler, IN 47944-0512

**Food Service Contact**

Ms. Patsy Goodman  
Cafeteria Manager  
(765) 884-3001

Month of Review: October 2021

Date of Onsite Review: December 2, 2021

**Other Federal Programs - Prairie Crossing Elementary School (0446)**

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

**Finding 9155: Afterschool Snack Program areas required technical assistance or corrective action as noted on the Afterschool Snack Program review.**

For the month of review, one component served as part of the after school snack program was found to be non-credible. Before planning the menu, the SFA must ensure components they choose are credible.

**Corrective Action:**

The SFA has made the necessary change to their ASSP menu and removed the non-credible item while the SA was on-site. No further action required.