

**SNP Administrative Review Findings****Brownsburg Community School Corp (3305)***Program Year 2022***Brownsburg Community School Corp (3305)**310 Stadium Drive  
Brownsburg, IN 46112-1414**Food Service Contact**Ms. Jordan Ryan  
Nutrition Services Coordinator  
(317) 852-5726  
jryan@brownsburg.k12.in.us**Executive Contact**Dr. James Snapp  
Superintendent  
(317) 852-5726  
Jsnapp@brownsburg.k12.in.usNo. of Sites / Reviewed: 12 / 3  
Month of Review: January 2022**Commendations**

- \* A wonderful variety of fresh fruits and vegetables, including melon, was served to students at Reagan Elementary the day of review.
- \* Kitchen surfaces, equipment, walk-in cooler and freezer and storeroom were well maintained and clean. Nice job cleaning tables and serving lines in between serving groups.
- \* Several menu items planned and served to students were creative and appetizing. Items such as Baja burger, spaghetti sandwich, cheesy potatoes and taco beans were unique to school meals.
- \* The foodservice policy manual was thorough, addressing scenarios in all areas of school foodservice in addition to food safety.

**Technical Assistance**

- \* It would be nice to see some additional/noticeable signage as a reminder for all students that the second fruit can be taken on the breakfast line. Prepackaging the grain with a fruit is also allowable but consider alternating the juice with a solid or canned fruit so that children are exposed to more than just the juice every day.
- \* Differences in meal pattern for various grade groups was discussed with the director the day of review. The middle and high school nutrient guidelines do not overlap in the lunch meal pattern; therefore, a difference in the menu/portion sizes must be planned. Staff at Alpha stated middle school and high school students could get two servings of French fries while elementary could only get one.
- \* Point-of-service counting methods for the breakfast in the classroom at Alpha was discussed with the cafeteria manager and principal on the day of review. Meals were placed in each student's spot when they arrived at school and then they decided if they wanted it. Once a meal is served it should not be returned if a student decides they do not want to eat. To prevent the service of unwanted meals, students should be asked if they want a meal and if they decline it should not be served to them. Meals can still be available for a second chance breakfast if students change their minds. The required point-of-service counting technique was discussed with the principal and manager as well. Meals must be checked on the roster as they are served to each student.
- \* Two columns of the production record were incomplete. The amount prepared and pack size description are not utilized. The amount prepared appears to be the column to report purchase units used which is a required component of the production record. It was observed that the data is documented in notebooks in the kitchen.
- \* The SFA is reminded to maintain all rosters used to obtain breakfast counts during breakfast in the classroom service. These rosters are original documentation.
- \* In the walk-in cooler, personal items of staff were being stored on shelves above food items for the BASE. This is a reminder that for foods carried in from outside for personal use, separate areas should be established to avoid cross contamination. Additionally, in the cooler and freezer, items that are prepped/trayed should be covered to maintain best quality and for proper food safety. (Several items of trayed tator tots were not covered in the freezer.)
- \* When looking at your policies it appears that the two goals under nutrition education and physical education are about the same. Brownsburg CSC, through the wellness committee, must work toward adding more specific goals to the wellness policy. Some school corporations have even separate, more specific goals from their wellness policy which allows them to be more specific and to adjust goals as needed. A good resource for wellness policy goals can be found here: <https://www.in.gov/doe/files/wellness-policy-sample-policy-language.pdf>.
- \* The SFA is reminded of the requirement to conduct SFSP outreach for households at the end of each school year. The weekly newsletter will provide resources for sponsors to fulfill this requirement towards the end of the school year.

**765. Adult Meals****Finding 9128: Meals served to adults are not priced sufficiently to cover the overall cost of the meals.**

Breakfasts and lunches served to teachers, administrators, custodians, and other adults are not priced so that the adult payment in combination with any per-meal 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) was sufficient to cover the overall cost of the meals. The overall cost of adult meals must include the value of any USDA Foods (entitlement and bonus) used in the preparation of the meals. The minimum price for adult breakfast and lunch meals must be \$2.47 and \$4.57, respectively.

**Corrective Action:**

Breakfast and lunch served to adults must be priced so that the adult payment is sufficient to cover the overall cost of the meal, including the value of any USDA entitlement and bonus donated foods used to prepare the meal. Since the nonprofit food service account cannot pay or subsidize adult meals, schools must appropriately set adult meal prices. As corrective action the SFA must calculate the number of adult meals sold at the incorrect price, determine the difference, and restore the difference to the food service account using non-federal funds. Supporting documentation for these actions is required. If the adult meal price is increased to the minimum for this year and restoration of funds are made for those meals already served, the corrective action requirement is met. If the SFA does not want to charge the minimum adult meal price for the remainder of the school year, then the SFA must continue to track the number of adult meals, calculate the difference, and repay that amount using non-federal funds, preferably monthly, for the rest of the school year. Corrective action was received and a plan for future adult meal charges was submitted. Additional response not required.

**Technical Assistance:**

Adult meal price resource can be found here: [https://docs.google.com/document/d/1bkFaCeW7vAkP3PuQd\\_F7-2sORFEPT87UYek9tGrAlcc/edit](https://docs.google.com/document/d/1bkFaCeW7vAkP3PuQd_F7-2sORFEPT87UYek9tGrAlcc/edit) while the USDA Adult Meal Pricing Guidance can be found here: <https://www.fns.usda.gov/cn/pricing-adult-meals-national-school-lunch-and-school-breakfast-programs>. A detailed email was sent to the director regarding non-pricing requirement and corrective action strategies.

**773. Proper Classification of Costs (Direct/Indirect)****Finding 9138: Costs not consistently classified as direct or indirect**

The school food service accounts are charged directly for expenses such as trash that are included in the indirect cost pool (double dipping). These charges totaled to \$458,470 in indirect cost. Using the indirect cost calculation, the maximum amount of indirect cost allowed to be charged to the food service account is \$465,912.75 for the 20-21 school year. Since the total amount of indirect cost is less than the total amount allowed a general fund transfer will not be required to cover the unallowable cost.

**Corrective Action:**

As corrective action the SFA must create and implement a process for calculating the annual amount of indirect cost allowed to be charged to the school food service account. Please include how the district will ensure that more than the allowed maximum amount is not charged, and double dipping of shared expenses does not occur. The 2021 Annual Financial report has been updated to reflect the actual amount of indirect cost assessed and the update has been approved. The SFA has also provided their procedure to ensure indirect costs are accurately charged to the non-profit foodservice account. Additional response is not required.

**Technical Assistance:**

Technical assistance was provided on how to accurately calculate indirect cost and what should be included in the indirect cost calculation.



**SNP Administrative Review Findings**

**Brownsburg Community School Corp (3305)**

*Program Year 2022*

**Alpha (2705)**

310 Stadium Drive  
Brownsburg, IN 46112-1414

**Food Service Contact**

Mrs. Pam Lyon  
Cafe Manager  
(317) 852-1010

Month of Review: January 2022

Date of Onsite Review: February 16, 2022

**No Findings during Site 2705 Review**



**SNP Administrative Review Findings**

**Brownsburg Community School Corp (3305)**

*Program Year 2022*

**Cardinal Elementary (2727)**

310 Stadium Drive  
Brownsburg, IN 46112-1414

**Food Service Contact**

Mrs. Angie Jones  
Cafe Manager  
(317) 852-2258

Month of Review: January 2022

Date of Onsite Review: February 16, 2022

**No Findings during Site 2727 Review**

**SNP Administrative Review Findings**

**Brownsburg Community School Corp (3305)**

**Program Year 2022**

**Reagan Elementary School (2714)**

310 Stadium Drive  
Brownsburg, IN 46112-1414

**Food Service Contact**

Mrs. Kim Cree  
Cafe Manager  
(317) 852-1060

Month of Review: January 2022

Date of Onsite Review: February 15, 2022

**General Program Compliance - Reagan Elementary School (2714)**

1406. *The most recent food safety inspection report is posted in a publicly visible location*

**Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

**Corrective Action:**

A copy of the health inspection was obtained the day of review and posted for public viewing. Additional response not required.

**Technical Assistance:**

The requirement to post the most current health inspection was discussed with the manager the day of review.