

**SNP Administrative Review Findings**

**Brownstown Central Community School Corporation (3695)**

*Program Year 2023*

**Brownstown Central Community School Corporation (3695)**  
500 N Elm Street  
Brownstown, IN 47220-1399

**Food Service Contact**  
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Food Service Coordinator  
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**Executive Contact**  
Mr. Tim Taylor  
Superintendent  
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No. of Sites / Reviewed: 3 / 1  
Month of Review: January 2023

**Commendations**

- \* The staff were prepared for the administrative review and eager to learn. The school nutrition records were organized and complete. The kitchen surfaces, equipment, walk-in refrigerators and freezers and storeroom were well maintained and clean. The serving lines were cleaned between serving groups and were sparkling clean.

**Technical Assistance**

- \* Applications containing zero income should be pulled to verify for cause. The office was able to verify that this household is able to be directly certified now.
- \* The food safety plan should be reviewed every year with the Food Service Director signature and review date
- \* While USDA has given flexibility regarding the triennial assessment for this school year, the reviewer shared the required information and link with the food service and encouraged this to be completed and placed in the wellness policy folder.
- \* The reviewer noticed that there were 15-20 students that only had two minutes to eat before class began. It was stated that this is a daily occurrence. The administration will look at the situation.

**General Program Compliance - Brownstown Central Community School Corporation (3695)**

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

**Finding 9009: SFSP & SBP Outreach**

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

**Corrective Action:**

The State Agency SFSP website is updated near the end of May each school year with a link to a map of SFSP open sites. If the SFA agrees to send this information to households at or near the end of the school year, no additional response is required.

**Technical Assistance:**

Technical assistance provided and the website was discussed.

**SNP Administrative Review Findings****Brownstown Central Community School Corporation (3695)*****Program Year 2023***

**Brownstown Elementary School (3129)**  
500 N Elm Street  
Brownstown, IN 47220-1399

**Food Service Contact**  
Mrs. Sheryl Jackson  
Food Service Manager  
(812) 358-3453

Month of Review: January 2023

Date of Onsite Review: February 7, 2023

**Meal Components & Quantities - Brownstown Elementary School (3129)**

*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.**

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the K-5 grades being served. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

**Corrective Action:**

The Jamwich sack lunch did not meet the minimum weekly requirements for the meat/meat alternate or the grain components. Because carrots were always served as the vegetable the vegetable sub groups were not met. The staff added 4 oz of yogurt and Scooby Grahams to complete the 2 oz of meat/meat alternate and 2 oz grain equivalencies on the day of review.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit regarding the components for the Jamwich being served four days a week. The reviewer recommended not making sack lunches, but instead make the Jamwich meal an alternate entrée, so the meal would also meet the vegetable sub groups. The kitchen staff was receptive and began this procedure the following day.