

Program Year 2022

**Center Grove Community School Corporation (4205)**  
2789 Trojan Lane  
Greenwood, IN 46143-6614

**Food Service Contact**  
Ms. Shannon Maples  
Director of Food Service  
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**Executive Contact**  
Dr. Richard Arkanoff  
Superintendent  
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No. of Sites / Reviewed: 9 / 2  
Month of Review: February 2022

**Commendations**

- \* A nice variety of all meal components are offered at lunch, including several fresh fruit and vegetable choices.
- \* The SFA is to be commended for offering a breakfast menu that includes a protein choice and fresh fruit most days.
- \* Foodservice staff are to be commended for being well organized and prepared for the review. Accommodations and courtesy provided to the reviewer during the review process were much appreciated.

**Technical Assistance**

- \* SFA was advised to obtain documentation anytime that the full amount of allowable indirect costs for a program year will not be charged to the foodservice account, as occurred for PY 2020-2021. Going forward, when the non-profit foodservice account is not charged the full indirect cost rate, it would be a best practice to obtain in writing that the additional amount not charged is not considered a loan and repayment is not expected.

Additionally, indirect costs should be charged consistently among all federal programs per federal regulations.

- \* The planned portion of cheese was not offered in the entrée salad as staff used a volume measure instead of a weight measure. The portion served did meet minimum requirements, however, so technical assistance was provided the day of review. It is recommended to provide staff training regarding the difference between a weight and a volume and which recipes and ingredients require each kind of measure.
- \* Non-program food revenue ratio was not in compliance despite adequate a la carte pricing and after adding back in the adult meal price difference. The SFA will re-evaluate non-program food compliance for the next program year using updated student reimbursement rates and adult meal prices. Pricing will be adjusted as required.
- \* On the day of review the reviewer and director discussed what types of training can count toward professional standards hours.

**Resource Management Comprehensive Review - Center Grove Community School Corporation (4205)**

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

**Program Year 2022**

amount using non-federal funds, preferably monthly, for the rest of the school year. Please also explain your pricing strategy for adult meals going forward.

**Technical Assistance:**

The requirement was explained to the director the day of review.

**General Program Compliance - Center Grove Community School Corporation (4205)**

*808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements*

**Finding 9008: Civil Rights information on the Off-site Assessment Tool not validated, or deficiencies found.**

The non-discrimination statement posted on the school foodservice webpage was incomplete.

**Corrective Action:**

As corrective action the SFA has updated the webpage to include the full statement. Additional response is not required.

**Technical Assistance:**

The SFA was provided with the full non-discrimination statement on the day of review.

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

**Finding 9000: Wellness Policy**

The local school wellness policy does not contain all required components including food and beverage marketing, nutrition guidelines for non-sold food and beverages, and an assurance that school meals meet USDA requirements.

**Corrective Action:**

As corrective action the SFA will complete a timeline for the update of the local school wellness policy.

**Technical Assistance:**

Wellness policy requirements were explained to the director and assistant director the day of review. Additional resources were also emailed.

*Program Year 2022*

**Sugar Grove Elementary School (3434) Food Service Contact**

2789 Trojan Lane  
Greenwood, IN 46143-6614

Mrs. Kim Brown  
Cafeteria Manager  
(317) 887-4707

Month of Review: February 2022

Date of Onsite Review: March 15, 2022

**Meal Counting & Claiming - Sugar Grove Elementary School (3434)**

*318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service*

**Finding 9000: Breakfast Count Procedure**

Breakfast meals served in the portable classrooms were counted at the point-of-service, but the count sheet was marked by the students as they took their meal rather than a trained adult.

**Corrective Action:**

A plan for correction was initiated the day of review. As corrective action the SFA agrees to utilize the following procedure: once students pick up the meal that they ordered, they will show the teacher their meal and the teacher will place a checkmark next to the student's name, confirming that a reimbursable meal was served. The SFA agrees to implement the procedure as written. Additional response is not required.

**Technical Assistance:**

Alternative point-of-service procedures were discussed with the director the day of review.

**General Program Compliance - Sugar Grove Elementary School (3434)**

*1502. Records are retained for 3 years*

**Finding 9000: Meal Count Rosters**

Original breakfast in the classroom meal count sheets used in the portable school building were not maintained. The count sheets did contain scan codes which were used to enter meal counts at the point-of-service.

**Corrective Action:**

As corrective action the SFA agrees to maintain the meal count records going forward. School food service staff were instructed the day of review to file the meal count sheets and turn them into the SFA at least monthly to maintain as claim documentation. Additional response is not required.

**Technical Assistance:**

The requirement to maintain original documentation was discussed with the SFA the day of review.



*Program Year 2022*

**Walnut Grove Elementary School  
(3438)**  
2789 Trojan Lane  
Greenwood, IN 46143-6614

**Food Service Contact**  
Mrs. Teresa Mitchell  
Food Service Manager  
(317) 887-4200

Month of Review: February 2022  
Date of Onsite Review: March 16, 2022

**No Findings during Site 3438 Review**