

**SNP Administrative Review Findings****Clinton Prairie School Corporation (1160)***Program Year 2022***Clinton Prairie School Corporation (1160)**2390 South County Road 450 W  
Frankfort, IN 46041-7129**Food Service Contact**Ms. Jill Pollard  
Food Service Director  
(765) 659-3305  
jpollard@cpsc.k12.in.us**Executive Contact**Mr. Scott Miller  
Superintendent  
(765) 659-1339  
smiller@cpsc.12.in.us

No. of Sites / Reviewed: 2 / 1

Month of Review: February 2022

**Commendations**

- \* The staff at Clinton Prairie had a great rapport with the students.

**Meal Counting & Claiming - Clinton Prairie School Corporation (1160)**

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 states a discriminatory practice of allowing students with varying income eligibilities to charge different amounts. Full pay students were allowed to charge more than a reduced or free student. All students, regardless of income eligibility, must be allowed to charge the same amount.

**Corrective Action:**

The charge policy must be revised to state that all students are allowed to charge the same amount. The SFA will submit the new charge policy as corrective action.

**Resource Management Comprehensive Review - Clinton Prairie School Corporation (1160)**

757. *Allowable Costs Test*

**Technical Assistance**

Upon reviewing the non-profit food service account records, the SA advises the SFA to more accurately describe expenses in their accounts payable ledger. Instead of listing 'bread supplies' and lumping multiple invoices together, the SFA should list the specific name of the bread vendor and the amount paid for that invoice. This will allow for easier tracking to ensure all invoices have been paid and the specific date in which they were paid.

**General Program Compliance - Clinton Prairie School Corporation (1160)**

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

**Finding 9000: Non-Discrimination Statement**

Program materials sent to households did not contain the non-discrimination statement. The SFA is reminded that all program materials sent to households must contain the non-discrimination statement. Depending on the size of the document, the short version may be used.

**Corrective Action:**

The SFA will ensure the non-discrimination statement is included on all program documents sent to households in the future. No further action required.

**SNP Administrative Review Findings**

**Clinton Prairie School Corporation (1160)**

**Program Year 2022**

*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. Discrepancies or deficiencies found on-site: The Wellness Policy contains inaccurate information: "the school day is defined as 30 minutes before school and 30 minutes after". The school day is actually defined as "midnight until 30 minutes after school ends".

**Corrective Action:**

The SFA must revise the wording regarding the definition of the school day. Please submit the new verbiage as corrective action.

**Technical Assistance:**

Technical assistance was provided during the review.

*1216. School Nutrition Programs staff met/will meet annual training requirements*

**Technical Assistance**

The USDA waived the professional standards training hours requirement for the school year due to COVID, however the SFA is reminded to retain accurate documentation for training including a training tracking sheet. Also, the SFA should attempt to train staff on program requirements whenever possible.

*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: list of kitchen equipment and standard operating procedures (SOP).

Incorrect information: the temperature chart is outdated.

**Corrective Action:**

The SFA will add a list of all kitchen equipment and standard operating procedures for each. Additionally, they will update the temperature cooking chart. The SFA will submit a timeline in which these updates will be completed.

**SNP Administrative Review Findings**

**Clinton Prairie School Corporation (1160)**

*Program Year 2022*

**Clinton Prairie Jr.-Sr. High (0977)**

2390 South County Road 450 W  
Frankfort, IN 46041-7129

**Food Service Contact**

Ms. Jill Pollard  
Food Service Director  
(765) 659-3305

Month of Review: February 2022

Date of Onsite Review: March 2, 2022

**Meal Components & Quantities - Clinton Prairie Jr.-Sr. High (0977)**

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

**Finding 9000: Offer vs. Serve**

On the day of review, Offer vs. Serve was not implemented correctly. Students were required to take more than 3 items at breakfast. Many students had selected a full reimbursable meal consisting of 3 items, one of which was 1/2c fruit, and the cashiers made them return to the serving line and select another item.

**Corrective Action:**

The SFA will train breakfast staff on OVS then submit the training documents used and the sign in sheet as corrective action.

*403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines*

**Finding 9054: Milk substitutions on Day of Review not allowable**

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. Students may only substitute juice for milk if they have a doctor's note that specifically states juice shall be given in place of milk. Otherwise, students needing a milk substitution must be given an approved substitution.

**Corrective Action:**

Technical assistance was provided on-site and the SFA is now aware of the milk substitution requirement. No further action required.

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

**Finding 9000: Crediting Documentation**

Compliant crediting documentation was not available for review on foods served during the week of review.

**Corrective Action:**

SFA was able to produce all required crediting documentation while the SA was on-site. All foods served were credible. No further action required.

**Technical Assistance:**

The SFA is reminded to have compliant crediting documentation (CN label or Product Formulation Statement) on file for all foods before putting them on the menu to ensure they meet meal pattern requirements.

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

**Finding 9000: Production Records**

Production records used are outdated and do not contain all required information. Any previous templates used prior to the current meal pattern are considered obsolete.

**SNP Administrative Review Findings**

**Clinton Prairie School Corporation (1160)**

**Program Year 2022**

**Corrective Action:**

SFA will begin using an updated production record for breakfast and lunch. Please submit a five day sample of lunch production records as corrective action.

**Technical Assistance:**

The production record template can be found at the following web address: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>

**General Program Compliance - Clinton Prairie Jr.-Sr. High (0977)**

1405. *Two food safety inspections are received each school year from the local health department*

**Finding 9000: Hair restraints**

On the day of observation, staff members were not wearing hair restraints. Child nutrition programs requires staff to wear hair restraints.

**Corrective Action:**

The SFA will enforce the use of hair restraints in their kitchen immediately. No further action required.

1408. *Temperature logs are available*

**Finding 9149: Temperature logs unavailable for review.**

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for: walk-in freezer.

**Corrective Action:**

The SFA has placed a temperature log on the freezer door and instructed staff to record internal temperature once per day. Temperature logs will be filed in the food service office for a minimum of six months. No further action required.

1409. *On-site or off-site storage violations were observed*

**Finding 9150: Storage violations were observed.**

The SFA must ensure that all its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Storage violations observed include:

1. All food is not stored at least 6 inches off the floor.
2. Canned goods were observed with dents.
3. The First In, First Out (FIFO) inventory management method is not being used.
4. Outdated foods found in freezer
5. Canned goods taken out of original case were not dated.
6. Reusable towels were being used to absorb moisture from produce.

**Corrective Action:**

The SFA is reminded to review best practices for food storage in their ServSafe manual. The SA provided technical assistance while on-site for all storage violations and how to correct each one. The SFA will retrain their staff on proper food storage practices and submit the training sign-in sheet as corrective action.