

SNP Administrative Review Findings

Covington Community School Corp (2440)

Program Year 2024

Covington Community School Corp (2440)

601 Market Street
Covington, IN 47932-1052

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 3 / 1
Month of Review: October 2023

Commendations

- * The kitchen staff at Covington Elementary had great rapport with the students and a personal relationship with each one was apparent. The ladies truly loved their job and the students. The meal served on the day of review was challenging for the smaller students, but staff was encouraging and empowered each student to carry their tray carefully without spilling their soup. The students had a sense of pride after making it to their seat with their meal intact. Additionally, the meal served had great eye appeal, had a welcoming aroma, and was appropriate for the cold weather that day. The staff should be commended for a job well done.
- * The sponsor was well prepared for the review. All required documentation was organized well, including the benefit issuance documents.

Technical Assistance

- * The SFA should explore ways to improve the speed of the breakfast meal service line to be more efficient.

Meal Counting & Claiming - Covington Community School Corp (2440)

316. Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA

Finding 9000: Charge Policy

The SFA is not following their written meal charge policy. The policy states students will not be allowed to charge a la carte items if their account is negative. The SA observed students charging a la carte items while their account was negative during on-site observation.

Corrective Action:

The SFA will conduct a staff training to discuss the proper implementation of the charge policy when students have a negative balance. The SFA will submit their training documentation along with the training sign in sheet as corrective action.

Resource Management Comprehensive Review - Covington Community School Corp (2440)

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Finding 9000: Non-Program Food Revenue Tool

At the time of review, the SFA had not completed the Non-Program Food Revenue Tool to assess compliance of non-program foods sold.

Corrective Action:

The SFA will complete the Non-Program Food Revenue Tool as corrective action.

General Program Compliance - Covington Community School Corp (2440)

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

Technical Assistance: OVS Training for staff

Best practice is to train all food service staff on Offer vs. Serve requirements instead of only training cashiers. Often absences or cross-training of employees requires others to run the cash register.

1217. SFA's process and frequency for tracking training hours is sufficient

Finding 10126: Professional Standards Training Requirements and Documentation

Training for all food service staff is not being routinely tracked sufficiently. Documentation of training has been an annual requirement since the Professional Standards requirements were instituted in 2017. Several certificates of completion for the Food Service Director were provided, but few training records for the remaining food service staff were provided. In addition, the tracking form was completed incorrectly, such as lacking training dates and the training hours entered incorrectly.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. **As corrective action, provide a written procedure outlining how staff training will be conducted and documented moving forward to ensure this requirement will be met.**

Technical Assistance:

Any training completed should have a dated agenda, topics discussed, and staff signatures. If handouts are provided during the trainings, copies should be maintained with the training documentation.

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtIYwq14INtakNMHpySVN9ALp6iPsCTzk/edit?usp=sharing>

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>

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). The food safety plan available was merely a template. No personalization had been made, including the school corporation name. Additionally, no standard operating procedures were included.

Corrective Action:

The SFA will create a food safety plan for their corporation, specific to each building and submit the draft as corrective action.

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Program Year 2024

Covington Elementary School (2009)

601 Market Street
Covington, IN 47932-1052

Food Service Contact

Mrs. Rebecca S Story
Food Service Director
(765) 793-4877

Month of Review: October 2023

Date of Onsite Review: November 29, 2023

Meal Components & Quantities - Covington Elementary School (2009)

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding 9000: Meal Pattern Compliance

During meal observation, the SA noted kitchen staff serving 1/2 peanut butter sandwich to grades K-1 and grades 2-5 received a whole sandwich. The school is following the K-5 meal pattern; therefore, all students must receive the same serving size.

Corrective Action:

The SA provided technical assistance while on-site to explain why all students must be offered the same serving size. The staff will adjust the cycle menu to ensure all future meals served are compliant. **Menu corrections were completed while the reviewer was on-site, therefore no additional corrective action is necessary.**

Technical Assistance:

Offer vs. Serve is utilized to cut down on waste, therefore, a student can decline up to two components if they wish.

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Technical Assistance: Fruit at Breakfast

Upon review of production records, it was observed only 5-10 servings of fruit were available for breakfast each day with the other option being fruit juice. Staff explained that students do not readily select the fruit. The SA provided technical assistance explaining that often if the serving line looks empty or picked through, students will not select that item. Also, fresh fruit options that are bright and appealing might be a good option for breakfast. Even adding a sprinkle of gelatin enhances eye appeal to some fruits and offers a fun flavor combination.

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

Technical Assistance: Tracking Milk on Production Records

When tracking milk usage on production records, milk should never be used to credit toward the meat/meat alternate component. Fluid milk is always a separate component.

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

Finding 9000: Meal Pattern Compliance

The planned menu does not show meal pattern compliance. However, after a review of production records, the SFA did serve all required components in the correct serving sizes. No meals were disallowed. Menu must show all entrees offered daily in addition to vegetables, fruit and milk.

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Program Year 2024

Corrective Action:

The SFA will submit written documentation how they will ensure meal pattern compliance in the future along with a breakfast and lunch menu showing all requirements are met.

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

Finding 9000: Production Records - Items Served

Production records do not list specific foods served for breakfast. When completing production records, the actual food served must be recorded. For example, staff should write in 'peaches' instead of 'fruit'. The menu may list generic terms for fruit but the production record must list the actual food served.

Corrective Action:

The SFA will submit 5 days of breakfast production records showing compliance.

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

Finding 9000: Production Records - Meal Pattern Contribution

Crediting recorded on production records differed from information found on product formulation statements and CN labels.

Corrective Action:

The SFA must review all crediting documents as compared to production record templates for cycle menu to ensure all crediting is tracked correctly. **SFA will submit 2 days of production records along with crediting documentation and recipes, if applicable, as corrective action.**

411. Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions

Technical Assistance: Menu Substitutions

Best practice when making substitutions to the planned menu is to substitute a like item, such as selecting a different vegetable within the same subgroup if the planned item is not available.

General Program Compliance - Covington Elementary School (2009)

901. On-site monitoring review(s) were completed prior to February 1

Technical Assistance: Site Monitoring

When conducting on-site reviews, the SFA reviewer must have the site manager/staff sign and date the review form. Any opportunities for improvement should be discussed at that time.