

SNP Administrative Review Findings

Cowan Community School Corporation (1900)

Program Year 2024

**Cowan Community School Corporation
(1900)**

9401 S Nottingham Street
Muncie, IN 47302-9419

Food Service Contact

Mrs. Karen Lewis
Food Service Director
(765) 289-4866
elcafemanager@cowan.k12.in.us
FSMC: Chartwells

Executive Contact

Mr. Timothy P Brown
Superintendent
(765) 289-4866
tbrown@cowan.k12.in.us

No. of Sites / Reviewed: 2 / 1

Month of Review: December 2023

Commendations

- * The internal food service director does a stellar job overseeing the FSMC contract, working closely with the FSMC in the operation of the School Breakfast and Lunch Programs. The food service staff offers a variety of reimbursable meals and students seem very pleased with the quality and offerings of foods. The cafeteria and kitchen are spotless during the review.

Verification - Cowan Community School Corporation (1900)

210. Direct Verification of selected applications was conducted according to requirements

Finding 9000: Technical Assistance - Direct Verification should be attempted before sending out notification letter

After applications are pulled for verification and the confirmation review has been conducted, the SFA should attempt to directly verify the application using the Direct Verification feature within CNPweb. If the application can be directly verified for the benefit approved on the application, save the printout or take a screen shot and retain it with the verification documents. This process eliminates the need to contact the household for additional information. If the application cannot be directly verified, then follow the normal process of verification by sending the notification letter.

General Program Compliance - Cowan Community School Corporation (1900)

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

Finding 10137: Wellness Policy Requirements

All the potential stakeholders were not made aware they could participate in Local School Wellness Policy procedure.

Corrective Action:

The committee must make know to the potential stakeholder that they are allowed to participate in the development, implementation, evaluation and update of the local school wellness policy. **A written procedure on exactly how the potential stakeholders are notified must be submitted as your corrective action.**

Technical Assistance:

A technical assistance was provided on this finding.

SNP Administrative Review Findings

Cowan Community School Corporation (1900)

Program Year 2024

Cowan Jr.-Sr. High School (1386)

9401 S Nottingham Street
Muncie, IN 47302-9419

Food Service Contact

Mrs. Stacy Bell
Food Service Director
(765) 289-7128

Month of Review: December 2023

Date of Onsite Review: January 17, 2024

Meal Components & Quantities - Cowan Jr.-Sr. High School (1386)

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

Finding 9000: Daily Production Records

In completing the lunch production records, there was no distinction between the 7-8 grade grouping and the 9-12 grade group, even though they are served at different times. There are different meal pattern, calorie, and sodium requirements for the different grade groups, so it is important for that to be reflected in production records.

Corrective Action:

Complete and upload into the review tool one week of lunch daily production records that differentiate between the 7-8 and 9-12 grade group requirements.

Technical Assistance:

This finding was discussed with the food service staff.

500. Day of Review- Offer vs. Serve was properly implemented

Finding 9000: Technical Assistance Breakfast Offer vs. Serve

On the day of the breakfast observation there was some confusion on breakfast offer vs. serve. At breakfast, schools must offer at least four food items from three required components (fruit, grains, fluid milk) and students must select at least three food items, one of which is 1/2 cup fruit and/or vegetable.