

SNP Administrative Review Findings

Crawford County Community Schools (1300)

Program Year 2024

Crawford County Community Schools (1300)

5805 E Administration Road
Marengo, IN 47140-8415

Food Service Contact

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FSMC: Opaa!

Executive Contact

Mr. Brandon Johnson
Superintendent
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No. of Sites / Reviewed: 5 / 1
Month of Review: November 2023

Commendations

- * While the local food service staff have been through many challenges this program year, they continue to work hard and are making great strides to become compliant in all aspects of the program. The FSD is willing to implement any necessary changes immediately and is open to all suggestions to improve the program.

General Program Compliance - Crawford County Community Schools (1300)

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.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Civil Rights procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: No training documentation exists to show food service staff received Civil Rights training within the last 12 months.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: Complete Civil Rights training with all food service staff and submit training documentation (materials used to train and dated sign-in sheet) as corrective action.

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

Finding 10125: Non-compliance with the USDA non-discrimination statement

The USDA non-discrimination statement was missing or used incorrectly on appropriate program materials.

Corrective Action:

The full nondiscrimination statement must be used on documents of two or more pages, but on documents of one page or less, the short statement may be used; either statement must be the same font size as the rest of the document. The SFA must update their website with the appropriate nondiscrimination statement. **If corrective action, as described above, is implemented, no further action is required.**

Technical Assistance:

The IDOE SCN Civil Rights webpage DOE: Civil Rights Requirements (in.gov) has links to the USDA Child Nutrition Program Civil Rights Statements. Please bookmark and use the appropriate links for accessing the long and short civil rights statements.

The correct USDA Short Nondiscrimination Statement: This institution is an equal opportunity provider.

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

Finding 9000: Professional Standards Documentation

No documentation exists to validate trainings listed on the Professional Standards Training Tracking tool were conducted. The SFA did not retain training documents used to train staff nor did they retain a sign-in sheet.

Corrective Action:

The SFA will submit the written plans to conduct future trainings and how they will document those trainings.

SNP Administrative Review Findings

Crawford County Community Schools (1300)

Program Year 2024

**West Crawford Elementary School
(1045)**

5805 E Administration Road
Marengo, IN 47140-8415

Food Service Contact

Ms. Ella Hensley
Cook
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Month of Review: November 2023

Date of Onsite Review: December 13, 2023

Meal Components & Quantities - West Crawford Elementary School (1045)

400. Day of Review- all required meal components were available to all students during the entire meal service

Technical Assistance: Refill vegetable/fruit bar

The SFA should strive to ensure the vegetable/fruit bar is fully stocked during all meal services.

400. Day of Review- all required meal components were available to all students during the entire meal service

Technical Assistance: Presentation and Preparation of Foods

Time management is key to a successful meal service. The kitchen staff must ensure they allot ample time to prepare all foods properly each day. Foods should be prepared as directed. Any food prepared that is not eye-appealing should not be served. All foods should be sampled by kitchen staff before meal service begins.

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

Technical Assistance: Location of Milk Cooler

All components must be available and offered before the point of service unless otherwise approved by the State Agency. The milk cooler was relocated to the beginning of the service line while the SA was on site during the review, resulting in all components being offered before the student passed through the point of sale.

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 age/grade group being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

The planned menu does not include what is offered daily on the fruit/vegetable bar. After on-site observation of meal service, the SA noted all vegetable sub-group requirements not met on the weekly menu are met with foods on the vegetable bar offered daily. These foods must be noted on the menu to show meal pattern compliance.

Corrective Action:

**The SFA will add notation on the monthly menu to show meal pattern compliance, including vegetable sub-groups.
The SFA will submit a monthly menu showing compliance as corrective action.**

Technical Assistance:

The school was provided technical assistance during the on-site visit.

SNP Administrative Review Findings
Program Year 2024

Crawford County Community Schools (1300)

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

Finding 9000: Menu Substitutions

During the week of review, substitutions to the breakfast menu were not documented correctly on production records, showing the meal was insufficient for fruit. After speaking with the kitchen staff, the SA believes the correct portion of fruit was provided for the meal. The staff needed guidance on how to document substitutions on production records.

Corrective Action:

The reviewer provided technical assistance to the FSD and staff at the reviewed school while on-site. The staff now have a clear understanding of how to document menu substitutions correctly on production records. The FSD stated she will continue to follow up with staff after the Administrative Review and provide training as needed. **If corrective action is implemented as stated, no further action is required.**

General Program Compliance - West Crawford Elementary School (1045)

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

Finding 9105: Documentation of the SFA's on-site monitoring of the school's meal counting and claiming procedures was not available.

Documentation of the SFA's on-site monitoring of the school's counting and claiming procedures for the current or previous Program Year was not available at the school.

Corrective Action:

The SFA will conduct on-site monitoring for all sites and submit the completed monitoring forms as corrective action.

1105. *Foods and beverages sold to students during the school day meet Smart Snacks standards*

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

Some foods sold to students during the school day including a la carte foods sold during meal services do not meet Smart Snacks standards. These non-compliant items were sold by the LEA during breakfast meal service in the cafeteria and individual classrooms.

Corrective Action:

The SA provided technical assistance while on-site during the review. The LEA understands the regulations for Smart Snacks sold during the school day and will pay closer attention to foods delivered from vendors that may have been substituted, as no waiver exists that would allow substituted non-compliant Smart Snack items to be sold. **If implemented as discussed, no further action necessary.**

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

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Multiple cases of foods found to be expired in walk-in cooler during inspection.

Corrective Action:

All expired foods were discarded. The SFA will develop and submit as corrective action a standard operating procedure for ensuring foods are rotated properly and used within the 'best by' date.