

SNP Administrative Review Findings

Culver Community Schools Corp (5455)

Program Year 2019

Culver Community Schools Corp (5455)

700 School Street
Culver, IN 46511-1026

Food Service Contact

Mrs. Gretchen Johnson
Food Service Director
(574) 842-3391

Executive Contact

Mrs. Karen Shuman
Superintendent
(574) 842-3364

No. of Sites / Reviewed: 2 / 1
Month of Review: March 2019

Commendations

- * The free and reduced application sample required for the review was very well organized. Applications were very orderly and accurate.

Certification and Benefit Issuance - Culver Community Schools Corp (5455)

126. *Certification Benefits/Issuance Review Method, applications correctly approved?*

Finding 9000: Technical Assistance

Technical Assistance:

When application is submitted with a case number, best practice is to attempt to verify the number is valid using the STN website. If the household is found to be directly certified, their application can then be recorded as DC as opposed to income-based.

140. *Direct Certification – update Benefits Issuance documents accurately, timely?*

Finding 9000: Greater benefit using income application

When a greater benefit is determined using an income application, SFA must ensure accuracy in the POS system. Many applications were found to be DC reduced and income application free but were recorded in POS system as DC free.

Corrective Action:

SFA must submit, in writing, their new procedure for ensuring benefits are recorded correctly in POS system.

Meal Counting & Claiming - Culver Community Schools Corp (5455)

316. *SA validated meal counts – school level meal counts consolidated correctly? Enter data.*

Finding 9000: Vended meals for Pre-School

For vended meals, the SFA must increase pricing to ensure they cover the cost of labor, utilities, etc. For meals vended to pre-school students, meal price has not been increased to cover all costs associated with the meal.

Corrective Action:

SFA must submit, in writing, their plan to sufficiently cover the cost of vended pre-school meals for the 2019-2020 school year.

Resource Management Comprehensive Review - Culver Community Schools Corp (5455)

767. *Nonprogram Revenue and Food Cost Ratio*

Finding 9000: Increase cost for non-program foods

After a review of the SFA's non-program revenue, it was determined the SFA is not charging a sufficient amount for many a la carte items. To be compliant, the SFA must increase the cost of extra entrees and second meals sold to students.

Corrective Action:

The SFA will submit their plan for increasing non-program food revenue.

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General Program Compliance - Culver Community Schools Corp (5455)

1110. *Did on-site observation validate responses to Smart Snacks Questions #1100-1103 on the Off-Site Assessment Tool?*

Finding 9010: Smart Snacks 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 Smart Snacks policies and practices could not be validated during on-site observations. Discrepancies or deficiencies found on-site: no smart snack calculations for ice cream items sold a la carte.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Smart Snacks policies and practices identified from the Off-site Assessment Tool: use the smart snack calculator to on each ice cream item sold to show compliance. SFA has submitted smart snack calculations as corrective action. No further action required.

1219. *Validate OFS #1209 - Employees outside of the School Nutrition Program with School Nutrition Program duties receive training?*

Finding 9000: Training for all employees with duties related to the School Nutrition Program

Staff member responsible for processing applications did not receive all necessary training.

Corrective Action:

Staff member will complete training and submit training certificate as corrective action.

1400. *Food safety plan – contain required elements, copy 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:

Equipment list

SOP's

Outdated cooking temperature chart

Food safety plan has not been revised since 2012

Corrective Action:

SFA must develop, and submit for corrective action, a revised food safety plan which contains all required elements. SFA will find guidance on developing a food safety plan on the state website: <https://www.doe.in.gov/nutrition/food-safety>

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Program Year 2019

Culver Community Middle/High School Food Service Contact
(5245)
700 School Street
Culver, IN 46511-1026

Mrs. Gretchen Johnson
Food Service Director
(574) 842-3391

Month of Review: March 2019

Date of Onsite Review: April 15, 2019

Meal Components & Quantities - Culver Community Middle/High School (5245)

*409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?
Enter data.*

Finding 9000: Technical Assistance

Technical Assistance:

On production records, milk should be counted by individual flavor to ensure students are receiving a choice between at least two milk varieties.

*409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?
Enter data.*

Finding 9000: Technical Assistance

Technical Assistance:

To ensure all foods are tracked properly, include all fruits and vegetables on main production record instead of having a separate tracking sheet for fruits and vegetables. Also, record number of servings instead of total pounds to get a more accurate number of servings sold.

*409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?
Enter data.*

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period March 4-8, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group being served. Meals missing required meal components during the week reviewed: Breakfast day 3- missing adequate number of fruit served for meals claimed. 61 meals were claimed for reimbursement but only 54 servings of fruit were served. 7 meals were lacking the required fruit serving for the meal. Lunch day 1- deficient in MMA. 25 meals served with deficient MMA quantities.

Corrective Action:

SFA will submit, in writing, their new procedure for ensuring each student is receiving the required components and how they will ensure foods are recorded properly on production records.

Technical Assistance:

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

General Program Compliance - Culver Community Middle/High School (5245)

1408. Temperature logs available?

Finding 9000: Entrée temperature in food danger zone

On the day of review, the BBQ chicken wraps were found to be 80 degrees. The wrap contained hot and cold items but was

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assembled then left on the serving line at room temperature. Potentially hazardous foods, such as meats and cheeses, need to be held at either hot holding temperatures or cold holding temperatures.

Corrective Action:

SFA will decide if they will serve the BBQ wrap hot or cold the next time it is menued. The standardized recipe will be changed to reflect this. SFA will submit revised standardized recipe to SA as corrective action.

1409. Storage violations observed, on-site, off-site?**Finding 9150: Storage violations were observed.**

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. All food is not stored at least 6 inches off the floor.

Corrective Action:

SFA corrected issue while SA was on-site. No further action required.