

SNP Administrative Review Findings**Danville Community School Corp (3325)****Program Year 2020****Danville Community School Corp (3325)**

200 Warrior Way
Danville, IN 46122-1573

Food Service Contact

Mrs. Stephanie Stuemke
Food Service Director
(317) 745-0366

Executive Contact

Mr. Matt Parkinson
Business Director
(317) 745-2212

No. of Sites / Reviewed: 4 / 1
Month of Review: February 2020

Certification and Benefit Issuance - Danville Community School Corp (3325)*126. Certification: selected applications correctly approved***Finding 9901: Selected applications correctly approved**

One application was processed for a household who did not respond to verification. The household re-applied without providing income documentation.

Corrective Action:

The household has been provided a notice of adverse action and informed that income documentation or proof of direct certification status is still required. Corrections have been made to certification errors. The director will ensure applications are not approved for households who have failed to respond to verification. Rather such households will be informed that income or direct certification documentation is required before another application can be processed. Additional response is not required.

Technical Assistance:

Requirements for non-responding households who reapply for benefits were discussed with the director the day of review.

*137. Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document***Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document**

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system (tickets, rosters, tokens, electronic POS terminal). This was as a result of a clerical error and only occurred for students who were matched via direct certification.

Corrective Action:

As corrective action, the school corporation's free and reduced policy will be updated. The administrative assistant will check direct certification matches for accuracy in the point of sale system in addition to checking benefit issuance for free and reduced meal applications. Additional response is not required.

Technical Assistance:

Benefit issuance accuracy requirements were discussed with the sponsor the day of review.

Resource Management Comprehensive Review - Danville Community School Corp (3325)*756. Equipment Purchases***Finding 9000: Other Finding**

The SFA did not secure prior approval from the State agency before purchasing the equipment.

Corrective Action:

Going forward the SFA will secure prior approval from the State agency before purchasing any equipment not included on the approved State agency equipment list (per FNS Policy Memo SP 31-2014). All equipment noted on the approved equipment list does not require prior state agency approval. The SFA agrees to the corrective action as written. Additional response not required.

Technical Assistance:

Equipment approval was discussed with the director the day of review.

General Program Compliance - Danville Community School Corp (3325)

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

Technical Assistance:

It was noted during the review that the start of meal service for middle school students was delayed by at least 5 minutes. Staff waited for all students to be seated before "releasing" students to the serving line. Since the meal service took about 15 minutes this left the students at the end of the line with about only 10 minutes to eat their lunch. Likely, the students were asked to return their trays before the bell rang. The school is asked to take the school meal environment into consideration, which is an important aspect of student wellness. All students should receive the maximum amount of time possible to eat lunch as to facilitate learning and good behavior throughout the school day.

1400. The written food safety plan contains required elements and a copy is available at each school

Technical Assistance:

The food service director is working to add the menu items by process approach to the food safety plan.

1403. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance:

When products are only available in limited quantities from domestic sources, consider offering more items available seasonally.

SNP Administrative Review Findings**Danville Community School Corp (3325)****Program Year 2020****North Elementary School (2721)**

200 Warrior Way
Danville, IN 46122-1573

Food Service Contact

Mrs. Rene Gillaspay
Manager/Head Cook
(317) 745-2610

Month of Review: February 2020

Date of Onsite Review: March 10, 2020

Meal Components & Quantities - North Elementary School (2721)

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

Finding 9000: Other Finding**Technical Assistance:**

It was noted that one preschool teacher limited food choices for her class. A student wanted the pizza kit but was told by his teacher that he couldn't have it. The teacher then selected the PBJ meal for him. Choices among students of the same grade level must be consistent.

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 9000: Other Finding

The planned milk substitution is allowable but was not available to students. The manager had stated the product was not ordered.

Corrective Action:

As corrective action the SFA will ensure the milk substitute is kept in stock. Unless another substitute is documented by a doctor's note, a nutritionally equivalent milk substitute will be offered to all students with a milk allergy or intolerance. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

Milk substitution requirements were discussed with the cafeteria manager the day of review.

General Program Compliance - North Elementary School (2721)

1407. *SFA written food safety plan is implemented*

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

The following was observed the day of review in regards to food safety:

- The FIFO method of inventory rotation may not be used regularly as canned fruits and vegetables were noted in storage dating as far back as 2016.
- Some of the canned fruit was stored next to a wall with a water leak and have started rusting.
- Additionally over 15 cases of peaches, 12 cases of salsa, and 7 cases of peanut butter (all USDA Foods) were noted in storage.
- Teachers were observed assisting students with opening food without the use of gloves.

Corrective Action:

As corrective action the SFA will provide and document additional FIFO training to staff. Damaged USDA Foods will be reported to the state agency before destroying. The excess USDA Foods will be re-distributed to other schools within the school corporation. Also, the director will also consider additional ways to incorporate these USDA Foods into recipes. Teachers assisting students in the cafeteria will be informed of hand-washing requirements and will be provided gloves for use. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

FIFO and food safety was discussed with the director the day of review. Additionally, recommendations for additional recipes using USDA foods were discussed with the director.

