

**SNP Administrative Review Findings****Dugger Union Community School Corp (9950)***Program Year 2022***Dugger Union Community School Corp (9950)**7356 E Co Rd 50 S  
Dugger, IN 47848-8033**Food Service Contact**Mr. Steve Hall  
Food Service Director  
(812) 648-7109**Executive Contact**Mr. Darin Simpson  
Principal  
(812) 648-7109No. of Sites / Reviewed: 1 / 1  
Month of Review: October 2021**Commendations**

- \* The staff was friendly and eager to learn and ask questions during the review process. The staff always has the best interest of the students and shows a huge commitment to the community. They want to find ideas to take the breakfast and lunch program to the next stage to offer wider varieties of food components while complying with the meal pattern requirements!
- \* The school meal environment has completely transformed since the school doors opened in 2015. The cafeteria has been decorated, painted, and the lighting is bright. This makes the space inviting and welcoming, where students want to sit down and enjoy meal service with their friends.

**Certification and Benefit Issuance - Dugger Union Community School Corp (9950)***124. Certification/Benefits Issuance and Verification N/A due to SFA-wide criteria***Technical Assistance- Community Eligibility Provision**

As a reminder, Dugger Union Community Schools is in year 4 for CEP and will need to reapply to continue with the CEP program next school year. Please visit <https://www.in.gov/doe/nutrition/community-eligibility-provision-cep/> prior to the end of the school year to complete the CEP agreement and site worksheets.

**Meal Counting & Claiming - Dugger Union Community School Corp (9950)***313. Onsite observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions, and responses demonstrate compliance with FNS requirements***Finding 9000: Breakfast & Lunch in the Classroom Meal Counting**

The SFA has implemented breakfast and lunch in the classroom. In addition, they have developed a meal count sheet using Google Docs. After reviewing the form and observing the meal service, the following items were noted.

**Breakfast**

1. The "given" breakfast column should be completed daily. The column allows the food service director to determine who was served a reimbursable meal. This column is not cleared out at the end of the day and rolls over to the following service day. The column should be cleared out daily because if the checkmark remains each day, this can lead to inaccurate counts if they are not updated as instructed. It was observed during the review that the meal counters were not consistently updating the counts in the morning.
2. It was observed that students were allowed to mark if they took a meal for breakfast. Reimbursable meals must be checked to see if they have all components by someone trained to record meal counts. Meal counters should be trained in civil rights, identification of a reimbursable meal, and recording meal counts. Meal counts should always be taken as the student receives the meal.

**Lunch**

1. Meal counts cannot be completed from pre-order for the claim for reimbursements. A pre-order column on the meal count form lets the FS staff know how many meals to take to each classroom. There should always be a place to indicate meals served. However, no column indicates the meal was served to the child on the meal count form. During the observation, the pre-order vs. served counts were off. This was because students came in late or were sent elsewhere for the day for other reasons.

Additionally, the form should have an additional place for each breakfast and lunch that allows the person taking the meal count (meals served to children) column to sign and date it.

**SNP Administrative Review Findings****Dugger Union Community School Corp (9950)****Program Year 2022****Corrective Action:**

All staff responsible for documenting meals should be trained in civil rights, identification of a reimbursable meal, and recording meal counts.

For corrective action, please explain in writing what changes have been made to the meal counting form, how the changes were communicated, training that has taken place with staff to ensure accurate meal counts are occurring. Additionally, please submit supporting documentation of the revised meal count form.

**Technical Assistance:**

The staff has done a nice job creating the meal count form for breakfast. The form has a column for students to pre-order breakfast for the following service day to help the food service department forecast the number of meals to deliver to the classrooms. The pre-order section also allows the student to select the type of milk they want.

**General Program Compliance - Dugger Union Community School Corp (9950)**

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

**Technical Assistance- Local School Wellness Policy**

The Local School Wellness Policy is in the process of being revised. The wellness committee has changed and will be revising the policy to meet the final rule summary. Some areas that have been identified that need to be added into the policy but are not limited to food/beverage marketing, goals for physical education, and other school-based activities.

As a reminder, the triennial assessment must be completed every 3 years. This needs to be done by the end of June 2022. Available resources to complete the assessment can be found at <https://www.in.gov/doe/nutrition/wellness-policies/>.

*1602. Onsite observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

**Technical Assistance- SFSP Outreach**

School Food Authorities are required to provide outreach for the Summer Food Service Program prior to the end of each school year- even if they do not operate the SFSP. Therefore, please visit <https://www.in.gov/doe/nutrition/meal-site-information/> prior to the end of each school year to determine nearby SFSP sites so that you may inform households of availability. Furthermore, all outreach (CEP, breakfast, lunch, summer meals, etc.) should be kept on file for 3 years plus the current program year.

**SNP Administrative Review Findings**

**Dugger Union Community School Corp (9950)**

**Program Year 2022**

**Dugger Union Community School  
(7952)**

7356 E Co Rd 50 S  
Dugger, IN 47848-8033

**Food Service Contact**

Mr. Steve Hall  
Food Service Director  
(812) 648-7109

Month of Review: October 2021

Date of Onsite Review: November 17, 2021

**Meal Components & Quantities - Dugger Union Community School (7952)**

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

**Finding 9000: Breakfast in the Classroom Required Components**

Breakfast in the classroom is not approved to use Offer vs. Serve serving method. However, on the review day, the reviewer observed that students in BIC were not served all planned items for breakfast, including milk and juice. Instead, some classes put milk and juice in the hallway or on a table in the classroom where students could grab what they wanted. This scenario does not meet the guidelines for reimbursable meals and is not allowable for claiming.

**Corrective Action:**

The way milk and juice are packaged appears to make it a choice between them instead of allowing students to take both. It is recommended to limit juice for BIC throughout the week and increase the portion size of canned and whole fruits. The SFA is encouraged to use fruit items provided by the Food Distribution Program, which will also help with the food cost of reimbursable meals.

For corrective action, please explain in writing how meals served for BIC include all components to meet allowable claiming procedures. Also, explain what changes (if any) have been made to the breakfast menu.

**Technical Assistance:**

During the review, it was observed that meals were ordered, delivered to classrooms, with some not served, but no leftover meals were being sent back. Leftover classroom meals for student consumption must be returned to the school food service department, recorded as sold to adult and the money deposited into the food service account, or properly discarded. Classroom meal counts must always accurately reflect the number of meals served to students, the amount leftover, and any meals served to adults.

For example, one classroom ordered 22 meals (enrollment of the class), but 19 meals were served, and no leftovers were sent back to the kitchen. Suppose the food cost of the meal is \$1.30 and 3 meals were not returned, claimed, or paid for by adults, and the potential average expense of this is as follows:

-Per day, one classroom-  $\$1.30 \times 3 = \$3.90$

-Per year, one classroom-  $\$3.90 \times 180 = \$702.00$

-Per year, all BIC rooms-  $\$702 \times 14 = \$9,828.00$  - additional expense to the food service account

It is recommended that the food service director complete BIC monitoring at different times throughout the school year to ensure implementation is being executed correctly. Monitoring always helps identify if any changes need to be made to help improve the process. This form can be used. <https://www.in.gov/doi/files/bic-monitoring-form.pdf>

*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.**

Planned menus for breakfast and lunch were reviewed for one week in the month of review. The meal pattern is broken into different requirements for lunch by the grade groupings. The report indicated that grades 9-12 were insufficient for daily and weekly compliance in some components. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable.

**SNP Administrative Review Findings**  
*Program Year 2022*

**Dugger Union Community School Corp (9950)**

Lunch 9-12

- Meat/Meat Alternate (M/MA)
  - Insufficient daily compliance for one day
    - Sausage Cheese Biscuit- 1.5oz equivalent instead of 2oz. equivalent. This causes the weekly amount to be less than the required 10oz. equivalent.
- Grain
  - Insufficient daily compliance two days
    - Fish sticks- 1.5oz equivalent instead of 2oz. equivalent.
    - Chicken Sandwich- The bun is 1.5oz equivalent instead of 2oz. equivalent and no other grains are added to this meal option. The bun is not whole grain based on the decision not related to the supply chain disruptions occurring.
- Vegetables
  - Insufficient weekly compliance for Red/Orange vegetable subgroup

Breakfast K-12

- This menu plan overlaps K-12 and is planned throughout the building for traditional style and BIC. The weekly compliance for grains is insufficient- 8.25oz equivalent instead of 9oz. equivalent.

**Corrective Action:**

The reviewer provided onsite technical assistance with the food service director regarding menu planning, grade group requirements, determining whole grain products, and crediting. As a result, the food service director implemented the following menu pattern changes:

- To increase the M/MA, yogurt will be paired with breakfast sandwiches for lunch.
- To increase the grain, the fish sticks will be increased to a larger serving portion for 9-12 grades, and grain-based chips will be added to all sandwich options until the food service director can locate a larger bun.
- To increase the red/orange vegetable subgroup, the food service director has increased the R/O serving of the fresh option for each week.
- To increase the grain serving at breakfast, yogurt will be paired with the cereal option.

For corrective action, please explain any additional changes to the menu plans made to other menu cycles. The meal planner will also be required to complete the Crediting Series training located online in inTEAM. In addition, please submit the post-test and training certificate completion.

**Dietary Specifications - Dugger Union Community School (7952)**

*603. Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool*

**Technical Assistance- Menu Planning Recommendations**

Menu planning should encompass variety, color, taste, texture while still meeting the meal pattern guidelines. The Child Nutrition Programs intend to provide a variety of foods daily with nutritious value. Below are some recommendations to consider when planning menus.

- Increase the whole and canned fruit options instead of providing juice daily for BIC.
- When menuing oranges, apples, applesauce, etc., when juice is also offered, make the juice a different type than the fruit provided with that meal.
- Increase the options of entrees for students to have more variety.
- Run all the menus in the certification worksheets to determine compliance before implementing the changes.

**General Program Compliance - Dugger Union Community School (7952)**

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

**Finding 9150: Storage violations were observed.**

The SFA must ensure that all facilities where the handling, storing, and distributing of purchased and donated foods are stored are appropriately safeguarded against theft, spoilage, and other loss. Some storage violations were observed on the day of review. These include violations that were identified from the recent health inspection.

- Inconsistent dating of cans - Dating products help ensure the first-in-first-out method.
- Products were removed from the original packaging, but items were not labeled. This was also identified on the health inspection.
- Cracked/broken tiles were observed in the walk-in. This is a slip, trip, and fall hazard where people could easily get injured.
- Rust is located on doors/storage areas. This could lead to rust flaking causing contamination.
- Melting ice buildup in the freezer is occurring with food stored under it. This can lead to debris contaminating food. This was also identified on the health inspection.

**Corrective Action:**

Proper food safety handling procedures must occur. Using the Food Safety Checklist, an internal review of the kitchen will need to be completed on a monthly rotation by someone not involved in the day-to-day operation of the school kitchen <https://theicn.org/resources/599/food-safety-sop-logs/105679/food-safety-checklist.docx>.

For corrective action, please submit the following:

1. Please list who will be completing the internal review and provide a detailed timeline of when the Food Safety Checklist will be completed.
2. Please submit a copy of the internal review that has been completed.
3. Please explain how each storage violation has been corrected.

1502. *Records are retained for 3 years*

**Technical Assistance- Retention of Meal Counts taken Manually**

Manual meal count sheets are not retained for K-6 breakfast or lunch after input in the point-of-sale. However, the food service director attended training on October 28, 2021, and realized the manual meal count sheets must be maintained on file. During the onsite review, the reviewer validated that all manual count sheets have been retained starting October 28, 2021.