

SNP Administrative Review Findings

Eastern Greene Schools (2940)

Program Year 2022

Eastern Greene Schools (2940)

1471 N State Road 43
Bloomfield, IN 47424-6071

Food Service Contact

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FSMC: Chartwells

Executive Contact

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No. of Sites / Reviewed: 2 / 1
Month of Review: February 2022

Commendations

- * The high school implementation of the meal counting and claiming for breakfast after the bell is excellent! The system allows internal electronic controls with IPADs to take the meal count directly into the system without any manual transferring, ensuring that meal counts yield accurate results. Additionally, breakfast after the bell at the high school has significantly increased participation from when breakfast was only served in the cafeteria.
- * The food service staff goes the extra mile to produce presentations by arranging items in a bright, colorful display or adding garnishes. Additionally, the branding of the products is eye-catching and creative.

Technical Assistance

- * The school corporation must ensure the corporation employee overseeing the FSMC contract has a strong working knowledge of USDA programs. It is imperative that the School Food Authority (SFA) continue to review all documentation related to services provided by the FSMC, including but not limited to the following: reviewing the itemized monthly statements to ensure there are no questionable or unallowable charges billed to the foodservice account, reviewing the SFA available commodities for use in menus to ensure the corporation is getting full value from the use of commodities in reimbursable meals and not used for other activities, inspecting all kitchens regularly to ensure foods are stored properly, rotated on FIFO, and secured from theft and spoilage. The following items were recommended to the SFA regarding FSMC billing:
 - The SFA should create a standard operating procedure to review every monthly itemized, detailed billing for accuracy.
 - The SFA should determine approval procedures for FSMC travel, employee recognition programs, and shared labor between SFAs.
 - The SFA should receive training on how to read the reports provided by the FSMC.

Resource Management Comprehensive Review - Eastern Greene Schools (2940)

755. Allowable Costs

Finding 9000: Bad Debt

After discussion with the corporation treasurer, it was determined that the school had not covered classified bad debt with non-federal sources.

Corrective Action:

All classified bad debt for the school lunch program is required to be covered with a non-federal source. In addition, the SFA's policy requires that account balances with a significant negative amount not collected in the year incurred shall be classified as bad debt. For corrective action, please confirm in writing that a procedure has been implemented at least annually to review negative account balances to see if they meet the definition of the SFA's policy of bad debt, including the bad debt being restored to the food service account by a non-federal source.

757. Allowable Costs Test

Finding 9000: Unallowable Expenditures

The food service company billing for February 2022 included expenditures that were not pre-approved by the SFA. For example, the FSMC billed a staff appreciation dinner to the SFA. Expenditures that are unrelated to the Child Nutrition Program are unallowable.

Corrective Action:

During the on-site review, the corporation treasurer and superintendent discussed allowable and unallowable expenditures. The SFA did not approve the staff appreciation dinner and submitted payment to the FSMC without including the dinner expenditure. Therefore, additional corrective action is not required.

Technical Assistance:

When the SFA has a cost-reimbursable contract, it is recommended the SFA create locally written standard operating

SNP Administrative Review Findings**Eastern Greene Schools (2940)****Program Year 2022**

procedures for purchasing, travel, bonuses, recognition programs, gifts, etc., for FSMC to follow for approval of allowable expenditures. Written procedures allow the SFA to maintain oversight of the program revenues and expenses while assisting the FSMC with a followed documentation process.

General Program Compliance - Eastern Greene Schools (2940)

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

Finding 9000: Non-Discrimination Statement

At the time of the review, the SFA did not have the full non-discrimination statement on the school website. The required USDA non-discrimination statement must be included on ALL forms of communication and program materials related to receipt of free or reduced-price child nutrition program benefits, including all materials for public information, websites, education, or distribution that mention USDA programs.

Corrective Action:

The Technology Director added the full non-discrimination statement to the school website. The reviewer verified the addition of the NDS on the school website on March 18, 2022. Therefore, additional corrective action is not required.

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- Local School Wellness Policy

The Local School Wellness Policy is currently under revision to comply with the final rule summary. The SFA uses a policy template from a company that allows customization. When outsourcing with a company to provide language and policy suggestions, SFAs must ensure that the wellness committee is involved. In addition, the LSWP includes inactive websites that were used to identify the evaluation tool. The reviewer discussed what is required, at a minimum, for the LSWP. More information on the minimum requirements can be found here: <https://www.in.gov/doi/files/minimum-requirements.pdf>.

As a reminder, the triennial assessment must be completed every 3 years. This needs to be done by the end of June 2023 or earlier. Available resources to complete the assessment can be found at <https://www.in.gov/doi/nutrition/wellness-policies/>.

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

Technical Assistance- Training Content

It is highly recommended to include other topics in training for staff. The training appears to be mostly safety topics. The food service staff would benefit from learning about topics that pertain to their daily job responsibilities, such as weight vs. volume, how products are credited, marketing/customer service, meal patterns, etc.

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

Technical Assistance- Food Safety Plan

The FSMC has created a corporate Food Safety in Schools guide to develop, customize, and implement at the local school levels. Currently, the local FSD is working on customizing the plan to the local levels to meet the required elements of the food safety plan.

SNP Administrative Review Findings

Eastern Greene Schools (2940)

Program Year 2022

Eastern Greene High School (2435)

1471 N State Road 43
Bloomfield, IN 47424-6071

Food Service Contact

Mr. Trent Provo
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Month of Review: February 2022

Date of Onsite Review: March 9, 2021

Meal Components & Quantities - Eastern Greene High School (2435)

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review:

The staff fills the compartments of the paper/plastic goods for salad and parfaits. However, the compartment areas are too small for the planned portion size.

-The grain in the beef taco salad was only .75 oz (tortilla chips).

-The homemade granola in the recipe for the yogurt parfait is 3/4 cup for 2oz. However, the staff is providing a 1/2 cup of granola.

Corrective Action:

Before the lunch service, the staff added a roll to the beef taco salad to provide a minimum serving of a 2-ounce grain portion. The staff also increased the granola for the parfait to provide the 2-ounce grain portion. Therefore, additional corrective action is not required.

Technical Assistance:

The school was advised and given the opportunity to correct the insufficient quantity of one meal component(s) before the meal service started. The reviewer and FSD discussed following standardized recipes and weights vs. volume with the food service during the review. It is highly recommended the staff complete the weights vs. measures training or crediting series in inTEAM.

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

Technical Assistance- Milk Types

During breakfast after the bell service, it was observed that two types of milk were available. However, the hot entree option was packaged with only chocolate milk, and a few of the cold entree option was packaged with white milk. If a student wanted a hot entree, they were handed the package without asking about milk flavors unless someone mentioned they wanted white milk. It is recommended that food services have milk unpackaged from the bag so students can pick which milk they choose or ask students which milk type they want before handing the bag option out.

407. Day of Review- the school has complied with the planned menu, or changes made are acceptable substitutions

Finding 9059: For Day of Review, meals offered on meal service line(s) were not consistent with planned menu(s).

As observed on the Day of Review, the planned menu(s) for the Day of the Review did not reflect what was actually offered on the meal service line.

Substitutions were made to the planned menu but not recorded on the production record. On the day of review, the breakfast production record was completed incorrectly. It was recorded that orange wedges were served at breakfast; however, apples and bananas were served in place of them. The production record had recorded servings and quantity prepared of oranges instead of the apples and bananas.

Corrective Action:

The daily production record needs to be accurate, complete daily, including substitutions when they occur. For corrective action, the foodservice staff is required to complete the food production record training located in inTEAM. In addition, please submit the training certificate completion and the attendance log.

SNP Administrative Review Findings
*Program Year 2022***Eastern Greene Schools (2940)****General Program Compliance - Eastern Greene High School (2435)***1104. Foods sold to students meet Smart Snacks standards***Finding 9000: Smart Snacks Sold in Vending Machines**

The vending machine at the high school does not meet the smart snack compliance for beverages. Although the vending machine is turned off during the school day, it is scheduled to turn on daily at 3:00 pm, with the school day ending at 2:58 pm. Smart snack standards are applied during the school day, defined as from midnight to 30 minutes after the end of the instructional day. If school ends at 2:58 pm, the earliest the vending machines should be turned on is 3:28 pm.

Corrective Action:

It is recommended that the school work with the vendor fill the vending machine with compliant items that allow it to be turned on during the instructional day or place the vending machine on a timer that begins 30 minutes after the instructional day. In addition, please explain in writing the changes that have been implemented for the vending machines to meet smart snack standards.