

SNP Administrative Review Findings**Eastern Howard School Corporation (3480)****Program Year 2020****Eastern Howard School Corporation (3480)**

221 W Main St.
Greentown, IN 46936-1497

Food Service Contact

Mrs. Karen Bishir
Food Service Director
(765) 628-3333

Executive Contact

Dr. Keith Richie
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No. of Sites / Reviewed: 2 / 1
Month of Review: November 2019

Commendations

- * The SFA was very prepared for the administrative review. She had many required documents submitted long before the on-site review. She should be commended for her organization and time management skills.

Certification and Benefit Issuance - Eastern Howard School Corporation (3480)**128. Correct conversion factors used for applications with more than one income frequency****Finding 9000: Income application errors**

After reviewing a sample of income applications, errors were found on approved applications. These errors did not change the eligibility determination, however, all income applications must be completed in full per USDA regulations. Issues found: income was converted to annual when only one income frequency was listed, household size, total income, signature, and date were not completed in the eligibility determination section of the income application.

Corrective Action:

The SFA is aware of all requirements for income applications. Corrections have been made to all applicable income applications. No further action required.

Verification - Eastern Howard School Corporation (3480)**209. Verified applications were properly selected, correctly replaced (if necessary), and correctly verified****Finding 9042: Selected applications not verified correctly.**

Based on the verified applications selected for review, the post verification determination was incorrect for one application. The application was determined to be unchanged at free status. The SA determined the application to be reduced based on pay stubs submitted by the household. The SFA is reminded to always use gross pay on pay stubs when determining benefits.

Corrective Action:

The SFA must send a letter to the household stating their status will be changed in 10 calendar days to their updated benefit, reduced. The SFA will submit the letter sent to the households as corrective action.

General Program Compliance - Eastern Howard School Corporation (3480)**810. The USDA non-discrimination statement is on appropriate Program materials****Finding 9000: Incorrect Non-Discrimination Statement**

The incorrect non-discrimination statement is used on school menus. As a reminder, the non-discrimination statement is no longer required for school menus. But if one is used, it does have to be the correct one.

Corrective Action:

The SFA has updated the short version of the non-discrimination statement on the menus to the correct version. No further action required. For more information on the civil rights requirements, visit: <https://www.doe.in.gov/nutrition/scn-civil-rights-requirements>

1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements

Program Year 2020**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: pop machines containing non-compliant items were turned on and accessible during school day.

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: The Food Service Director has spoken with the athletic department that operates the machines. They have been turned off until the timer can be set to turn on 30 minutes after the school day ends. The vending machine company has been contacted and will be on-site to set the timer. No further action required.

SNP Administrative Review Findings**Eastern Howard School Corporation (3480)****Program Year 2020****Eastern High/Middle School (2919)**

221 W Main St.
Greentown, IN 46936-1497

Food Service Contact

Mrs. Karen Bishir
Food Service Director
(765) 628-3333

Month of Review: November 2019

Date of Onsite Review: December 18, 2019

Meal Counting & Claiming - Eastern High/Middle School (2919)

322. Review Period- daily meal counts by category do not exceed the number of eligible students by category

Technical Assistance:

The SFA needs to try new ways to increase breakfast participation as it is extremely low. The SA suggested menuing new items, sampling new and upcoming items to students, offering free breakfast for a day, conducting a survey to find out what students want for breakfast, and setting up alternative points of sale (hallway where students congregate).

Meal Components & Quantities - Eastern High/Middle School (2919)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 9000: Production Records

Production records are not filled out properly. Each area of the production record is required and must be completed. Area of production record not completed: number served (student, a la carte, and adult).

Corrective Action:

The SA has provided technical assistance to the SFA and they are aware of the requirements. The necessary changes have been made and they are now compliant. No further action required.

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Technical Assistance:

Due to the SFA using standardized recipes borrowed from another SFA, it is imperative to ensure the recipe is appropriate for the grade being served since there are different requirements for different age groupings.

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

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 November 18-22, 2019, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: legume vegetable sub-group.

Fiscal action will be assessed due to repeat finding.

Corrective Action:

The SFA will begin to menu specific vegetables when creating cycle menu to ensure all vegetable sub-groups are planned and served weekly. SFA will submit one month of menus demonstrating planned vegetables as corrective action.

Technical Assistance:

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

SNP Administrative Review Findings

Eastern Howard School Corporation (3480)

Program Year 2020

501. Cafeteria staff have been trained on OVS

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

Staff was unsure of meal requirements during breakfast service as they were requiring each student to take an entrée, juice, and milk.

Corrective Action:

SFA will retrain staff on OVS regulations and will submit their training signature log as corrective action.

Technical Assistance:

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

General Program Compliance - Eastern High/Middle School (2919)

904. Corrective action in the general areas of review that are readily observable was required as a result of on-site monitoring

Technical Assistance:

When completing the on-site review, ensure that each form is signed and dated by the manager and the person conducting the review.

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

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. Canned goods were observed with dents and many items were found in the storeroom to be out of date.

Corrective Action:

SFA has disposed of the dented cans and outdated food. No further action required.