

SNP Administrative Review Findings

Elkhart Community Schools (2305)

Program Year 2024

Elkhart Community Schools (2305)

1135 Kent Street
Elkhart, IN 46514-1741

Food Service Contact

Mrs. Pam Melcher
Director of Food Services
(574) 262-5551
pmelcher@elkhart.k12.in.us

Executive Contact

Mr. Mark Mow
Superintendent
(574) 262-5526
mmow@elkhart.k12.in.us

No. of Sites / Reviewed: 21 / 4
Month of Review: October 2023

Commendations

- * Staff have taken steps to ensure that when product is received that does not meet the Buy American Policy, the vendor is responsible to come back and pick up that product.
- * Staff have increased the number of entree choices offered to the elementary students as well as the variety of fruit and vegetables.
- * Kitchen surfaces, equipment, walk-in cooler and freezer and storeroom were well maintained and clean. Nice job cleaning tables and serving lines in between serving groups.
- * The food service staff did a terrific job planning, organizing, and preparing for their 2023-24 Administrative Review. Staff were very professional and conscientious about meeting the school nutrition program requirements.
- * Elkhart does a fantastic job of offering positions to the Young Adult Program students and then continues to employ them after graduation.

Technical Assistance

- * Reviewer recommends serving the leftover vegetable snacks the next day on the serving line for lunch as another option.
- * Staff at Eastwood Elementary School and Freshman Academy were encouraging students to take more than three components at lunch. It is recommended that the managers review the menu daily instructing staff on what makes a reimbursable meal for that meal service. The Bosco sticks had two components and students only need a 1/2 cup of fruit or vegetable to have a reimbursable meal. While encouraging students to take all the component is admirable, it negates the impact of offer versus serve and creates unnecessary plate waste.
- * Offer versus serve signage needs to be larger and closer to where the students pick up the components at the elementary schools.
- * It was observed that the Freshman Academy had canned soup and marinara sauce from the fall of 2022. Staff need to ensure that the product is being rotated or taken to another location to be used before becoming out of date.
- * The reviewer recommends expanding the After School Snack Program at Freshman Academy to include students who are attending tutoring sessions.
- * It is recommended that staff periodically check the accuracy of the meal counts taken in the classroom to confirm they are accurately recording the meals.
- * While the Administrative Review is considered complete, the 2023 Annual Financial Report will be reviewed and approved separately and could require corrections.

Resource Management Comprehensive Review - Elkhart Community Schools (2305)

767. Nonprogram Revenue and Food Cost Ratio

Finding 9000: Non-Program Tool Cost Ratio needs increased revenue

The current Non-Program Revenue Assessment cost to revenue ration showed that another \$3,796 was needed to meet the required cost/revenue ratio.

Corrective Action:

The SFA re-assessed the non-program revenue by increasing the prices of the popular items sold to meet the cost to revenue ratio. Students and parents were notified of the increased prices. **If implemented as discussed and shown in the re-assessment of the non-program revenue tool, no further action is required.**

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Technical Assistance:

The review discussed with the food service director and staff the importance of charging at least 2.5 to 3 times the food cost of non-program items to ensure program food revenue is not covering the cost of non-program items. This should be evaluated at a minimum annually or whenever food costs increase.

General Program Compliance - Elkhart Community Schools (2305)

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

Finding 9011: Local School Wellness Policy 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 Local School Wellness Policy could not be validated during on-site observations. Deficiencies found on-site: Current Wellness Policy does not include two educational goals, 2 nutritional promotion goals or 2 other goals. The policy does not address the marketing of food and beverages in the school. The policy only addresses items sold in the vending machines and not all items sold throughout the school.

Corrective Action:

The SFA is required to review the resources provided below and make updates to ensure the policy meets all requirements.

Please provide an updated Wellness Policy or a timeline for when the policy committee will review the policy and make updates, as required.

Technical Assistance:

Wellness Policy webpage: <https://www.in.gov/doi/nutrition/wellness-policies/>

Minimum Requirements: <https://www.in.gov/doi/files/minimum-requirements.pdf>

Evaluation Checklist: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:c9ced4b1-e08e-44a0-be71-0b647e60b422>

SNP Administrative Review Findings

Elkhart Community Schools (2305)

Program Year 2024

Eastwood Elem. School (1679)

1135 Kent Street
Elkhart, IN 46514-1741

Food Service Contact

Ms. Ashley Dench
Elementary Manager
(574) 262-5583

Month of Review: October 2023

Date of Onsite Review: November 15, 2023

Meal Components & Quantities - Eastwood Elem. School (1679)

500. Day of Review- Offer vs. Serve was properly implemented

Technical Assistance: Offer vs Serve at Lunch

The Cafe Mgr. & site staff were reminded of the Offer vs Serve differences between breakfast and lunch. Breakfast OVS requires students to select 3 food ITEMS (one of which is a fruit or veg), while Lunch OVS includes students to select 3 food COMPONENTS (one of which is a ½ cup fruit or veg). While encouraging students to take all the component is admirable, it negates the impact of offer versus serve and creates unnecessary plate waste.

SNP Administrative Review Findings

Elkhart Community Schools (2305)

Program Year 2024

Elkhart Freshman Division (1754A)

1135 Kent Street
Elkhart, IN 46514-1741

Food Service Contact

Ms. Kathleen Seymour
Secondary Manager
(574) 295-4721

Month of Review: October 2023

Date of Onsite Review: November 15, 2023

Meal Components & Quantities - Elkhart Freshman Division (1754A)

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 October 16-20, 2023, Three recipes were not accurately recording the amount of meat/meat alternates: Hot Dog w/cheese, Chef Salad Secondary and side salad.

Corrective Action:

The SFA corrected the recipes on-site. **If corrections are implemented as reviewed, no further action is required.**

Technical Assistance:

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

SNP Administrative Review Findings

Elkhart Community Schools (2305)

Program Year 2024

Pierre Moran Middle School (1763)

1135 Kent Street
Elkhart, IN 46514-1741

Food Service Contact

Ms. Linda Corrighan
Manager
(574) 295-4782

Month of Review: October 2023

Date of Onsite Review: November 14, 2023

Meal Components & Quantities - Pierre Moran Middle School (1763)

500. Day of Review- Offer vs. Serve was properly implemented

Technical Assistance: Offer Versus Serve (OVS)

A handful of students were asked to pick up a milk when they already had 3 components on the tray (chicken smackers, Dorito's, & fruit/veg=reimbursable meal). The lunch components were reviewed with site staff to ensure students are not required to take an additional component unless they want to select one. While encouraging students to take all the component is admirable, it negates the impact of offer versus serve and creates unnecessary plate waste.

General Program Compliance - Pierre Moran Middle School (1763)

901. On-site monitoring review(s) were completed prior to February 1

Technical Assistance: Incomplete NSLP On-Site Monitoring Form

The "Readily Observable General Areas" section was not completed. In addition, on question 17, an answer should be recorded for the 11 subcategories listed, such as incomplete meals, second meals, etc. Lastly, the monitor did not sign & date the form. Technical assistance was provided to the Director of Food Services to ensure all required sections of the monitoring form are completed. As it is still early in the school year, it was recommended that the monitor conduct another on-site visit & complete the form in its entirety. December 13, 2023, a second monitoring was completed.

1105. Foods and beverages sold to students during the school day meet Smart Snacks standards

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

On the day of the onsite meal observation, one a la carte food item sold during lunch did not meet the Smart Snacks standards. The 1 oz pkg of regular Doritos w/first ingredient of corn exceeded the limits for sodium & calories from fat.

Corrective Action:

The issue was reviewed with the Director of Food Services & nutrition staff while onsite. **As corrective action, please submit a copy of the invoice for the next delivery of this product to ensure site staff is ordering the correct item.**

SNP Administrative Review Findings

Elkhart Community Schools (2305)

Program Year 2024

Roosevelt STEAM Academy (1801)

1135 Kent Street
Elkhart, IN 46514-1741

Food Service Contact

Ms. Deb Brick
Elementary Manager
(574) 295-4840

Month of Review: October 2023

Date of Onsite Review: November 14, 2023

Afterschool Snack Program - Roosevelt STEAM Academy (1801)

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Technical Assistance: Monitoring forms

The reviewer determined that the monitoring forms did not have recorded the time of departure or the number of students present for the program. The reviewer met with the supervisors in charge of monitoring the Afterschool Program and discussed the importance of filling out all of the data on the monitoring reports. The supervisor will turn the forms into the director after completing the second monitoring report to ensure all questions are answered.