

SNP Administrative Review Findings**Elwood Community School Corp (5280)***Program Year 2022***Elwood Community School Corp (5280)**

1306 North Anderson Street
Elwood, IN 46036-1104

Food Service Contact

Mrs. Roxie Fred
Food Service Director
(765) 552-4094
rfred@elwood.k12.in.us

Executive Contact

Dr. Joe Brown
Superintendent
(765) 552-9861
jobrown@elwood.k12.in.us

No. of Sites / Reviewed: 3 / 1
Month of Review: December 2021

Commendations

- * Joanne and staff at Elwood Intermediate keep their kitchen very clean & organized.
- * Roxie did a great job in responding to all offsite administrative review tasks in a timely manner.

General Program Compliance - Elwood Community School Corp (5280)

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-Wellness Policy**Technical Assistance:**

The current NEOLA-based Wellness Policy 8510 provided by the SFA contains some outdated language referencing the "food pyramid guide." The food pyramid was replaced in 2011 with USDA's MyPlate. The NEOLA template should be reviewed and updated to remove outdated language.

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

Triennial Assessment Template: <https://www.in.gov/doe/files/triennial-assessment-template.pdf>

SNP Administrative Review Findings

Elwood Community School Corp (5280)

Program Year 2022

Elwood Intermediate School (5151)

1306 North Anderson Street
Elwood, IN 46036-1104

Food Service Contact

Ms. Joanne Huntington
Manager
(765) 552-4102

Month of Review: December 2021

Meal Components & Quantities - Elwood Intermediate School (5151)

400. Day of Review- all required meal components were available to all students during the entire meal service

Finding 9000: Placement of Fruit Choices on Serving Line

As observed on the Day of Review, prior to the meal service beginning, the fruit choices at breakfast were placed on a cart sitting next to the cashier, which would have required the students to choose their fruit after passing by the cashier. All components need to be available on the service line so students can make their selections prior to reaching the cashier. This allows the cashier to properly identify that a student has all the components needed to make a reimbursable meal before ringing it up in the point-of-sale system.

Corrective Action:

The kitchen manager was advised to move the fruit choices to the serving line so students could select their fruit choice(s) prior to the cashier ringing up the meal in the point-of-sale system. The change was made prior to the start of the meal service and no further corrective action is needed.

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

Technical Assistance: Non-Reimbursable Menu Items

Technical Assistance:

Chips were provided as an extra, non-reimbursable menu item on the day of review. While extra items are allowable, their contribution to the overall nutritional content of the meal must be considered. It is recommended to limit the addition of such extra items throughout the menu cycle.

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.

Production records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. The red/orange subgroup did not meet the minimum of at least 3/4 cup over the course of the week. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

Corrective Action:

The kitchen manager and Food Service Director were provided technical assistance onsite. Moving forward, the Food Service Director will review menus planned by the kitchen manager to ensure all weekly vegetable subgroups are met for the week. No further corrective action needed.

Technical Assistance:

The menu certification process utilizing the USDA certification worksheets was briefly discussed with the Food Service Director and kitchen manager. The Field Specialist will hold a training on how to complete the updated USDA certification worksheets in the Fall of 2022. It is recommended that the Food Service Director attends the training and completes the certification worksheets for each of her schools to ensure ongoing meal pattern compliance.

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General Program Compliance - Elwood Intermediate School (5151)

1404. *A copy of the written food safety plan is site-specific and available on-site*

Technical Assistance-Categorizing Recipes by HACCP Process

Technical Assistance:

All menu items should be categorized by HACCP Process. The Food Service Director was provided technical assistance while onsite. Additional food safety resources to help categorize menu items by HACCP process can be found on the School & Community Nutrition Food Safety website: <https://www.in.gov/doe/nutrition/food-safety/>.