

**SNP Administrative Review Findings****Eminence Community Schools (5910)****Program Year 2022****Eminence Community Schools (5910)**

6760 N ST RD 42  
Eminence, IN 46125-0135

**Food Service Contact**

Tamara J Ringler  
FSD  
(765) 528-2221  
tringler@eminence.k12.in.us

**Executive Contact**

Mr. Wesley Hammond  
Superintendent  
(765) 528-2101  
whammond@eminence.k12.in.us

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

**Commendations**

- \* A nice variety of all meal components were offered to students. Additionally, hot foods were batch cooked to ensure the highest food quality for all students.
- \* The breakfast-in-the-classroom counting procedure was implemented correctly by all classroom teachers observed the day of review.

**Technical Assistance**

- \* Milk substitution requirements were discussed with the director the day of review. The milk substitution chart and additional resources were provided.
- \* Recipes for the entree salad was available but the director was advised to create a recipe for each version of the entree salad (ham, turkey, chicken, etc.).
- \* Foodservice staff were advised on the difference between weight and volume on the day of review. The reviewer demonstrated that a 2-ounce scoop of shredded cheese only weighs 1 ounce. Staff were also reminded that meat and cheese are credited by weight while fruits and vegetables are credited by volume (cups).
- \* The school food service provides meals for the preschool/daycare programs during the school day. Meals are served and consumed in the classroom. Additionally, these meals are not co-mingled with other grades during meal service. Therefore, the school should be following the preschool meal pattern. More information on the Preschool guidelines can be found here: [https://docs.google.com/document/d/1OBoC3U2jmtEpSkh-\\_iZt5CmzTO0NQ29D8FBoC1blhgg/edit](https://docs.google.com/document/d/1OBoC3U2jmtEpSkh-_iZt5CmzTO0NQ29D8FBoC1blhgg/edit).
- \* The director was informed the day of review that any foods prepared and sold to other school organizations is considered catering and must be included in non-program food revenue calculations.
- \* As a reminder, fundraisers involving the sale of food to students for consumption during the school day are subject to Smart Snacks standards. The State Agency has provided an exception allowing non-compliant food items to be sold to students two days per school year. It was noted that candy bar sales did occur for middle school students.
- \* During the week of menus reviewed, a hot vegetable choice was only offered one day. Consider offering a hot vegetable choice daily, when possible, to utilize existing inventory. Offering a hot vegetable choice in addition to the cold choices may also increase vegetable consumption of students.
- \* Allowable meat and grain crediting documentation was discussed with the director the day of review (i.e., CN Labels, production formulation, and grain chart). Vendor statements are not considered acceptable documentation.
- \* Many sweet grains are offered at breakfast. It is a best practice to look for opportunities to include a protein option in addition to grain options. On some days consider offering a smaller portion of sweet grains (2 oz muffin instead of 4 oz) and adding a protein source such as a cheese stick, yogurt, or peanut butter. Proteins help students stay full longer and are important for growth. Please review USDA's resource, Reducing Added Sugars at School Breakfast: <https://www.fns.usda.gov/tn/best-practices-reducing-added-sugars-school-breakfast>.
- \* The director was reminded the day of review that training documentation in the form of a dated agenda and sign-in sheet must be maintained. The documentation must also indicate the amount of time spent on the training.
- \* As a reminder, student cannot be automatically given a meal each day (i.e., breakfast in the classroom). Even the youngest student must be able to decline a meal.
- \* The SFA was reminded to maintain documentation of School Breakfast Program and Summer Food Service Program Outreach.

**General Program Compliance - Eminence Community Schools (5910)**

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

**Finding 9000: Non-discrimination statement**

The USDA non-discrimination statement was not included in the school meal section of the student handbook.

**Corrective Action:**

As corrective action the SFA agrees to include the USDA non-discrimination statement on all materials that mention the Child Nutrition Programs. Additional response is not required.

**Technical Assistance:**

The non-discrimination statement required for the USDA Child Nutrition Programs is different from the non-discrimination statement required by the United States Department of Education. Civil rights requirements including the USDA non-discrimination statements can be found here: <https://www.in.gov/doe/nutrition/civil-rights-requirements/>.

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. Discrepancies or deficiencies found on-site: While the policy does meet the bare minimum requirements some details and goals do require updating as some language is outdated (better choices, foods of minimum nutritional value, etc.). Additionally, standards for non-sold food should contain more detail as currently the policy states standards are set by the superintendent.

**Corrective Action:**

SFAs are required to annually inform and update parents, students, staff, and the community about the content and implementation of the local wellness policy, including the assessment of the policy and provide a way for additional stakeholders to be able to participate. Since the policy needs updated, please provide a timeline for the assembly of a wellness committee and the review and update of the policy.

**Technical Assistance:**

Wellness policy requirements and resources can be found here: <https://www.in.gov/doe/nutrition/wellness-policies/>.

1500. *Reports are submitted to the Indiana Department of Education as required*

**Finding 9151: SFA does not submit reports as required to the State agency.**

Due to change in administration at the beginning of the school year, the Annual Financial Report (AFR) was not submitted to IDOE on time.

**Corrective Action:**

Reporting requirements were discussed with and understood by Program administrators. As corrective action the AFR must be submitted to the State Agency. Going forward the AFR will be submitted within the timeframe established by the State Agency.

**Technical Assistance:**

IDOE's Calendar of Due Dates can be found at [https://docs.google.com/document/d/1gQejacWaNHaz\\_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit](https://docs.google.com/document/d/1gQejacWaNHaz_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit).

SNP Administrative Review Findings

Eminence Community Schools (5910)

Program Year 2022

**Eminence Elementary School (6327)**

6760 N ST RD 42  
Eminence, IN 46125-0135

**Food Service Contact**

Tamara Ringler  
FSD  
(765) 528-2221

Month of Review: February 2022

Date of Onsite Review: March 29, 2022

**Eminence Elementary School (6327)**

**Meal Components & Quantities - Eminence Elementary School (6327)**

*410. Review Period- planned menu quantities meet the meal pattern requirements*

**Finding 9000: Production records were completed incorrectly.**

Portion sizes for some grain and meat items on the production record are listed incorrectly. The portion size must accurately reflect the component contribution for each item. The total purchase units used, and portions served were also incomplete.

**Corrective Action:**

As corrective action the food service director must complete the food production record training on the State Agency virtual training platform. Documentation of the completed training must be submitted to the State Agency.

**Technical Assistance:**

The production record training can be found at the following website: <https://inteam.litmos.com/account/login/>

*500. Day of Review- Offer vs. Serve (OVS) was properly implemented*

**Finding 9078: School is not properly implementing OVS.**

As observed on the day of review, where a student selected a reimbursable meal, the student was made to select an additional item (milk). It was noted by the director that OVS training was not conducted for staff during the current school year.

**Corrective Action:**

Professional standards requirements were waived but basic training should have been provided to staff. OVS Breakfast and OVS Best Practices training through inTEAM must be taken by school foodservice staff as corrective action. Please submit training certificates for the completed training to the State Agency.

**Technical Assistance:**

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

**General Program Compliance - Eminence Elementary School (6327)**

*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.**

Some foods and beverages sold to students during the school day (vending machines) do not meet Smart Snacks standards.

**Corrective Action:**

As corrective action, if the SFA continues to allow student access to the vending machines during the school day, the Smart Snacks calculator must be used to determine compliance for all vending machine items sold to students. Non-compliant items must be removed. Beverages must meet the standards for all grade groups with access to the machines. Please provide documentation (Smart Snacks calculator printouts) of the compliant items used in place of non-compliant items or confirmation that the vending machine has been put on a timer.

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Smart snacks resources can be found here: <https://www.in.gov/doe/nutrition/smart-snacks-in-schools/>. As a reminder, the school day is defined as midnight until 30 minutes after the school day ends.

*1409. On-site or off-site storage violations were observed***Finding 9150: Storage violations were observed.**

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Outdated foods were noted in the refrigerator and storeroom (margarine from 2020 and tomato sauce from 2018).

**Corrective Action:**

As corrective action outdated product will be removed and properly disposed. USDA recommends once a week, make it a habit to throw out perishable foods that should no longer be eaten. To avoid food spoilage, the director should be taking inventory of foods and using existing inventory before ordering additional foods. The SFA agrees to the corrective action as written; therefore, additional response is not required.

**Technical Assistance:**

There seemed to be an excess amount of food in food storage areas. The freezer was blocked to the back and many items that should be in dry storage are stored in the cooler. Per USDA Food Safety and Inspection Service, margarine will last a maximum of 6 months in the refrigerator and 12 months in the freezer while canned tomato products will last 12-18 months. See the following USDA Resources: Foodkeeper Data: <https://www.fsis.usda.gov/shared/data/EN/FoodKeeper-Data.xls> and Shelf-Stable Food Safety: <https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics/shelf-stable-food>. Per USDA it is not recommended to store commercially packaged muffins in the refrigerator (longer than it takes to thaw) as they will dry out and grow stale.