

SNP Administrative Review Findings

Evansville Christian School (K267)

Program Year 2023

Evansville Christian School (K267)

10644 Lincoln Avenue
Newburgh, IN 47630-7453

Food Service Contact

Ms. Abigail Parker
Support Services Coordinator
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FSMC: Aramark

Executive Contact

Mr. Mike Allen
Head of School
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No. of Sites / Reviewed: 3 / 1
Month of Review: February 2023

Commendations

- * The food service staff did a terrific job planning, organizing, and preparing for their 2023 Administrative Review. The staff was very professional and conscientious about meeting the School Nutrition Program requirements.
- * The benefit issuance was completed with no errors. The business manager should be commended on the successful implementation of this standard.

Technical Assistance

- * While the Administrative Review for School Nutrition programs has been conducted, the 2022 Annual Financial Report will be reviewed and approved separately. This report could be amended if corrective action is required for the AFR.
- * 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 USDA Foods 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:
 - For accuracy, the SFA should create a standard operating procedure to review every monthly itemized, detailed billing.
 - The SFA should determine approval procedures for FSMC travel, employee recognition programs, timekeeping records, and/or shared labor between SFAs.
 - The SFA should receive training on how to read the reports provided by the FSMC.

Meal Counting & Claiming - Evansville Christian School (K267)

313. Onsite observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

Technical Assistance- Point-Of-Sale

It is recommended the SFA work with the software company to determine if there is the capability to add a keypad, scanner, etc., to assist with recording student and adult transactions at the Evansville Christian Newburgh School. Adding this capability will help increase the line speed and provide additional time for students to consume meals.

General Program Compliance - Evansville Christian School (K267)

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

Technical Assistance- Non-Discrimination Statement

The reviewer discussed with the support services coordinator the requirements of including the non-discrimination statement in forms of communication. A USDA-required non-discrimination statement must be included on ALL forms of communication and program materials related to the receipt of free or reduced-price child nutrition program benefits, including all materials for public information, education, or distribution that mention USDA programs.

SNP Administrative Review Findings**Evansville Christian School (K267)****Program Year 2023****Evansville Christian Sch Newburgh (D489)**10644 Lincoln Avenue
Newburgh, IN 47630-7453**Food Service Contact**Ms. Jeannine Maze
Cafeteria Manager
(812) 477-7777

Month of Review: February 2023

Dietary Specifications - Evansville Christian Sch Newburgh (D489)

603. *Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool*

Technical Assistance- Food Recovery

The school recently partnered with a local rescue shelter to donate unused items the students selected for a reimbursable meal. It is highly recommended the school keep a tracking log of items included in the food recovery. The menu planner and staff can use these logs to determine meal pattern trends, participation, offer vs. serve selections, etc. More information can be found here: <https://www.in.gov/doi/files/Food-Recovery-Fact-Sheet.pdf>.

603. *Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool*

Technical Assistance- Juice Placement

As a reminder, milk must never be considered a choice to juice or water. Milk provides calcium, phosphorus, and other nutrients for growing children. Juice cannot be placed in the milk cooler as in competition with milk. If the juice is offered on the planned menu as a fruit choice, it should be on the serving line with the other fruits. During the onsite review, the cafeteria manager removed juice from the cooler and placed it with the other fruit offerings for the day.

General Program Compliance - Evansville Christian Sch Newburgh (D489)

1409. *Onsite or off-site storage violations were observed*

Technical Assistance- Ice Machine Scoop

During the onsite review, the ice scoop was observed directly on the ice inside the ice machine. As a result, the cafeteria manager moved the scoop to a bin next to the ice machine to ensure the scoop would not be placed in the ice.

1411. *Review of agricultural food components indicates violations of the Buy American provision*

Technical Assistance- Buy American

Four products (Mexico and Honduras) violated the Buy American Provision at Evansville Christian School, and supporting documentation was not available to support the non-domestic for one of the products at the time of the review. The State Agency recognizes that many food products are difficult to acquire currently; however, please remember that federal tax dollars are used to purchase these products. The SFA should make every effort to purchase products from the United States. Here is a resource that can help determine seasonal produce in the USA. <https://snaped.fns.usda.gov/seasonal-produce-guide>