

SNP Administrative Review Findings

Evansville-Vanderburgh Schools (7995)

Program Year 2022

Evansville-Vanderburgh Schools (7995)

Office of Food and Nutrition
951 Walnut Street
Evansville, IN 47713-1850

Food Service Contact

Mrs. Nora L Burgess
Director
(812) 435-0523
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Executive Contact

Dr. David Smith
Superintendent
(812) 435-8476
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No. of Sites / Reviewed: 39 / 4
Month of Review: January 2022

Commendations

- * The food service director and staff were eager to learn and participate in the review for learning and development opportunities to improve the local foodservice operations. They are regularly in contact with the State Agency to ensure compliance. All documentation for the review was well organized and provided in advance of the on-site review.
- * The outreach on the school website for the nutrition program is easy to find and well thought out. In addition, the attention to detail of wellness resources available for nutrition education, fitness, parents, and teachers help create lasting healthy habits!

Technical Assistance

- * The menu planner uses a menu planning software that has been approved for weekly certification by USDA. When reviewing the certification worksheets, it was noted that 100% juice (fruit) servings were not calculating the weekly juice percentage for the fruit component. It was also noted that grains were counted more than once in a meal option increasing the weekly total. The reviewer validated that juice within the fruit component is offered at a maximum of 50% for the week. The reviewer also validated the correct total grains for the week, including the whole grain-rich percentage. It is strongly recommended that the menu planner contact the software company to correct these items to reflect an accurate weekly certification report.

Resource Management Comprehensive Review - Evansville-Vanderburgh Schools (7995)

764. Catering/School Events

Finding 9000: Catering Invoice Food Cost

The SFA provides catering events for special events, groups, etc., throughout the school year. When the SFA creates an invoice for billing, the food cost is calculated using the entitlement discount. Therefore, entitlement dollars should be spent on food for reimbursable student meals; if foods purchased with entitlement are used for catering, the food cost needs to be calculated at a market price before the NOI discount.

Corrective Action:

For corrective action, please explain the procedures that have been created to ensure that NOI discounts are not being used for billing food costs for catering events.

765. Adult Meals

Finding 9000: Non-Program Adult Meals

The SFA has an in-house procedure for resource officers not directly involved in the meal service, which received meals "free of charge" at multiple school locations. These meals are documented in the Point-of-Sale, and the adjustment reports show the meals not being paid for by the operations fund as planned. However, the SFA has not shown how the total cost of these meals was restored to the nonprofit food service account.

PY 2021- \$4,381.85

PY 2022 as of January 31, 2022- \$1,887.40

Corrective Action:

While it is allowable to offer free meals to adults, those meals must still be paid for with non-federal dollars. Therefore, the SFA must restore the nonprofit food service account using a non-federal source for \$4,381.85 for 2021. Then, the SFA will need to restore the total amount for the program year 2022 by June 30, 2022. For corrective action, explain what procedures have been implemented for free adult meals. Also, please provide documentation of the funds being restored to the nonprofit food service account for the program year 2021.

General Program Compliance - Evansville-Vanderburgh Schools (7995)*1403. Review of agricultural food components indicates violations of the Buy American provision***Technical Assistance- Buy American Provision**

The reviewer and the food service director discussed Buy American provision during the on-site review because some products were non-domestic. The SFA obtained documentation that the product did not have sufficient quantities to purchase domestically. The SFA is mindful of the Buy American provision. In the cases where non-domestic products are being provided 1.) try to plan the menu with items when they are seasonally available 2.) obtain documentation to support non-domestic purchase- cost, availability, and 3.) the SFA should always decide when to accept non-domestic goods; the vendor should not make this decision.

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Evansville-Vanderburgh Schools (7995)

Program Year 2022

**Academy for Innovative Studies -
Diamond (8270)**

Office of Food and Nutrition
951 Walnut Street
Evansville, IN 47713-1850

Food Service Contact

Ms. Tammy Schulz
Cafeteria Manager
(812) 435-8611

Month of Review: January 2022

Date of Onsite Review: February 28, 2022

Meal Components & Quantities - Academy for Innovative Studies - Diamond (8270)

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion size(s) of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group being served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review:

-The SFA planned two vegetable servings at 1/2 cup each to meet the minimum daily requirement of 1 cup for 9-12 grades. However, on the day of review, the cheesy cauliflower was less than the 1/2 cup planned portion for meals transported to classrooms.

Corrective Action:

During the on-site review, the manager increased the serving of cheesy cauliflower to fulfill the planned portion. Therefore, an additional response is not required.

Technical Assistance:

The school was advised and given the opportunity to correct the insufficient quantity of 1 meal component before the meal service started. It was observed that the compartments in the to-go container are smaller than the 1/2 cup planned portion. It is suggested to package portion control cups to ensure the servings meet the daily planned minimum.

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

Finding 9000: Fruit Documentation

It was observed at all schools reviewed that the fruits offered to students are listed by a variety instead of type when recorded. The standardized recipe for this encompasses several different items, but not all are offered daily. Fruits must be specified on the production record for all schools.

Corrective Action:

The production record should have what type of fruit is being prepared and served daily and should also include the quantity prepared, serving size, and the number served. In addition, please explain how the menu documentation process has been updated for corrective action, indicating what is served at each meal service.

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. Meals served with insufficient portion size, or insufficient quantities of meal components are incomplete and are not reimbursable. If this error is found on subsequent Administrative Reviews, the meals may be considered non-reimbursable and disallowed.

-The BBQ pork recipe was miscalculated. The CN label provided 20 servings at 4oz. by weight crediting at 2oz. M/MA. The recipe was written for 30 servings at 2.66oz. by weight crediting at 2oz. M/MA. The recipe would credit at 1.25oz. M/MA per serving, which is an insufficient serving for 9-12 grades for M/MA because no additional M/MA was planned and/or served.

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The reviewer provided technical assistance with the food service director and menu planner to determine the servings and crediting of the BBQ pork recipe. Additionally, the menu planner worked with a local manager at one of the schools to test the weight and scoop utensil before updating the recipe on February 24, 2022. Therefore, additional corrective action is not required.

Technical Assistance:

Reviewing the recipes with crediting documentation is recommended to ensure the recipe yields are correctly planned.

General Program Compliance - Academy for Innovative Studies - Diamond (8270)

1407. SFA written food safety plan is implemented

Technical Assistance- Interschool Transport

The SFA has a detailed food safety plan. However, the school has an interschool food transport at breakfast and lunch. The food safety standard operating procedures are not written for transporting inside the school. Therefore, it is recommended that the school create an SOP for food transported inside the school building for breakfast and lunch in the classroom.

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Evansville-Vanderburgh Schools (7995)

Program Year 2022

Cynthia Heights Elem. School (8225)

Office of Food and Nutrition
951 Walnut Street
Evansville, IN 47713-1850

Food Service Contact

Mrs. Dana Estes
Manager
(812) 435-8748

Month of Review: January 2022

Date of Onsite Review: March 1, 2022

Technical Assistance

- * The lunchroom atmosphere behavioral economics has benefits to improve student satisfaction, engage school nutrition staff, increase participation, and easy to implement. For example, on the day of review, the cafeteria staff was involved with the students by greeting and talking with them as they made selections for lunch. This engagement carried over to the monitors, where the students were social and had a joke-telling session during lunch. It was observed at the beginning of the serving line that a cooler was near the water fountain with cleaning supplies on top of it and there was leftover food from daycare. There was also a food box on the floor next to the water fountain with snacks for daycare. While it can be easy to store items close to where someone might be working, the appearance of the cooler can take away from the lunchroom atmosphere. Therefore, cleaning supplies should not be visible during meal service, and all food outside the serving line should be stored in the appropriate storage areas at least 6 inches off the floor. To learn more about smarter lunchroom strategies, please visit <https://healthy-food-choices-in-schools.extension.org/the-60-strategies-of-the-smarter-lunchrooms-scorecard/>.

Meal Components & Quantities - Cynthia Heights Elem. School (8225)

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 size(s) 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. Meals served with insufficient portion size, or insufficient quantities of meal components are incomplete and are not reimbursable. If this error is found on subsequent Administrative Reviews, the meals may be considered non-reimbursable and disallowed.

-The breakfast menu is planned correctly, but the implementation of the menu is not being executed as planned for the fruit component. The planned menu includes 1 cup of fruit (4oz. juice and 1/2 serving of canned or fresh fruit). However, the manager only provides 1/2 cup of fresh or canned fruit but does not offer the planned juice. In addition, production records were reviewed for the entire month of review, and it is consistently found that only 1/2 cup of fruit is being offered and served.

Corrective Action:

The reviewer provided on-site technical assistance with the food service director and menu planner. As a result, the menu planner worked with the on-site manager to understand the planned menu.

- The menu planner required that two fruits be offered daily, such as bananas and juice.

Please explain any additional changes to the menu plans made to other menu cycles for corrective action. Since the manager at the site is making changes to the menu plan, the manager will also be required to complete the Crediting Series training located online in inTEAM. In addition, please submit the post-test and training certificate completion.

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Evansville-Vanderburgh Schools (7995)

Program Year 2022

Scott Elementary School (8229)

Office of Food and Nutrition
951 Walnut Street
Evansville, IN 47713-1850

Food Service Contact

Ms. Lisa D Brandle
Cafeteria Manager
(812) 867-4765

Month of Review: January 2022

Date of Onsite Review: February 24, 2022

Meal Components & Quantities - Scott Elementary School (8229)

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

Technical Assistance- Acceptance of Milk

It was observed that most students took milk on the day of review. However, students were seen immediately handing it off to a lunchroom monitor to put on the share table. The school has returned to an Offer vs. Serve model for the program year 2022, which can confuse students about what is required to take when making menu selections. It is recommended that the school provide nutrition education to the students on what is needed to make a reimbursable meal. It was also suggested to increase the students' signage to indicate what makes a reimbursable meal. Milk consumption is a vital part of providing the required calcium daily requirements. Consider contacting the Dairy Industry for promotional and educational materials.

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review:

-The SFA planned the mixed fruit at 1/2 cup to meet the minimum daily requirement of 1/2 cup fruit for grades K-8. However, on the day of review, the mixed fruit was inconsistently measured into the portion control cup resulting in less than the 1/2 cup planned portion.

Corrective Action:

During the on-site review, the manager increased the serving of mixed fruit to fulfill the planned portion. Therefore, an additional response is not required.

Technical Assistance:

The school was advised and given the opportunity to correct the insufficient quantity of 1 meal component before the meal service started. When portioning canned fruit, it is suggested to drain some of the water or juice and portion with a slotted spoon to decrease spilling while ensuring the portion control cups contain the required amount.

407. Day of Review- the school has complied with the planned menu, or changes made are acceptable substitutions

Technical Assistance- Sharing Food

It was observed that students were sharing open food (pizza and potato smiles) while sitting at the lunch tables. Sharing open food is discouraged because it can spread germs. The school should work with the local administration then provide any guidance to lunchroom monitors.

General Program Compliance - Scott Elementary School (8229)

1300. Potable water is free and available to all students during lunch and breakfast

Technical Assistance- Water Station

The school uses the water fountain in the cafeteria to access water availability for students during meal service. On the day of review, the fountain was blocked by trash cans. The water fountain should be easily accessible to reach. Furthermore, the custodian work station is next to the water fountain, which had cleaning and restocking supplies out in the open for

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convenience. While it can be easy to store items close to where someone might be working, the appearance of the workstation can take away from the lunchroom atmosphere. Therefore, cleaning supplies should not be visible during meal service. To learn more about smarter lunchroom strategies, please visit <https://healthy-food-choices-in-schools.extension.org/the-60-strategies-of-the-smarter-lunchrooms-scorecard/>.

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, storing, and distributing purchased and donated foods are appropriately safeguarded against theft, spoilage, and other loss. Some storage violations were observed on the day of review.

- Inconsistent dating of cans- Dating products help ensure the first-in-first-out method.
- Products were removed from the original packaging, but items were not labeled.
- Melting ice buildup in the freezer with food stored under it. This can lead to debris contaminating food.

Corrective Action:

Proper food safety handling procedures must occur. Using the Food Safety Checklist, an internal review of the kitchen will need to be completed on a monthly rotation by someone not involved in the day-to-day operation of the school kitchen <https://theicn.org/resources/599/food-safety-sop-logs/105679/food-safety-checklist.docx>.

For corrective action, please submit the following:

1. Please list who will be completing the internal review and provide a detailed timeline of when the Food Safety Checklist will be completed.
2. Please submit a copy of the internal review that has been completed.
3. Please explain how each storage violation has been corrected.

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Evansville-Vanderburgh Schools (7995)

Program Year 2022

Washington Middle School (8369)

Office of Food and Nutrition
951 Walnut Street
Evansville, IN 47713-1850

Food Service Contact

Ms. Jo McQuilling
Cafeteria
(812) 469-5090

Month of Review: January 2022

Date of Onsite Review: February 23, 2022

Other Federal Programs - Washington Middle School (8369)

4. Validate snack counts – snacks properly counted and claimed? Enter data.

Finding 9000: Meal Counting and Claiming

A student participated in the ASSP on the day of review but not in any structured programming or enrichment. The student received the snack then proceeded to the pick-up line for the end of the school day transportation. The purpose of the snack program is to provide activities in an after-school setting. Therefore, programs must be organized to provide children with regularly scheduled enrichment or educational activities in a structured and supervised setting. If this error is found on subsequent Administrative Reviews, the meals may be considered non-reimbursable and disallowed.

Corrective Action:

Snacks are eligible for students enrolled in the ASSP if the program is organized with scheduled enrichment or educational activities. Monitors must ensure that the students receiving the snack are part of the eligible after-school snack program. It is recommended to delay the serving of snacks by 5-10 minutes to allow students passing through the cafeteria to exit the school to the bus. Please explain what procedures have been implemented only to count eligible snacks for reimbursement for corrective action.

General Program Compliance - Washington Middle School (8369)

1106. Food or beverages sold to students during fundraisers meet Smart Snacks standards or fall within Indiana's limit on fundraisers

Finding 9162: The school is not observing the State-defined limit on fundraisers to determine exempt/non-exempt fundraiser status.

For fundraisers determined to be non-exempt under the State-defined limit on fundraisers (not including fundraisers on weekends, off-site, or during non-school hours), the school is not meeting the Smart Snack standards for complying with Smart Snacks requirements. The school is not following local district guidance for fundraiser approvals. According to the District Wellness Policy, all fundraisers are funneled through the Food & Nutrition Office. The school has had four food fundraisers that are not compliant with Smart Snacks during school hours.

Corrective Action:

Indiana allows two exemptions per school building, per school year, for fundraisers involving the sale of foods and/or beverages not meeting the nutrition standards for Smart Snacks and occurring during the school day. The maximum duration of an exempted fundraiser is one day.

Please explain how the LEA will comply with the local administrative approval procedures for fundraisers for corrective action. Additionally, please explain the in-house approval procedures that will be followed.

1300. Potable water is free and available to all students during lunch and breakfast

Technical Assistance- Water Availability Access

It was observed that the water fountain located in the cafeteria is broken. If students ask, they can go to the hallway to get water. The Food Service Director has placed a work order to repair this water fountain. It is recommended that signage be placed next to the broken water fountain to let the students know where the closest fountain can be found or have a pitcher of water with cups available in the cafeteria during meal service.

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

Technical Assistance- Serving SOP

On the day of review, it was observed that a student selected an unpackaged vegetable but decided against it at the point of sale. At that time, the cashier placed the vegetable serving back in the rotation to be served. The local standard operating procedure for serving requires to discard food that bare hands have touched. It is recommended the SFA review the serving SOP with all schools, especially as the COVID safety protocols are changing.

1410. Location of the agricultural food components used

Technical Assistance- Excess Food Onsite

A review of the freezer storage resulted in a large amount of USDA Foods that should be incorporated into the weekly menus. It is recommended that the cafeteria manager complete an inventory of the items in the freezer. Then, work with the district menu planner to add the excess items into the menu plan. If needed, the overstock could be sent to another location in the district that could use the product.