



SNP Administrative Review Findings

Fairfield Community Schools (2155)

Program Year 2020

Fairfield Community Schools (2155)

67240 CR 31
Goshen, IN 46528-9300

Food Service Contact

Ms. Vickie Richardson
Food Service Director
(574) 831-2188

Executive Contact

Dr. Robert Evans
Superintendent
(574) 831-2188

No. of Sites / Reviewed: 4 / 1
Month of Review: February 2020

Commendations

- * Staff were very cooperative in making changes for the review before school closure happened due to COVID 19.
- * Staff worked to correct all issues while on-site.

General Program Compliance - Fairfield Community Schools (2155)

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: The Wellness Policy does not have language explaining the marketing requirements.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: The Wellness Policy is to be updated to include all the required items.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:

1216. School Nutrition Programs staff met/will meet annual training requirements

Technical Assistance

Technical Assistance:

Discussed with Food Service Director that all staff need to have completed Offer versus serve training in schools that offer it. The new staff members need to have Civil Rights training before they start and some food safety training.

1400. The written food safety plan contains required elements and a copy is available at each school

Technical Assistance

Technical Assistance:

Discussed with the Food Service Director that the Food Safety Plan needs to be updated to include the Process procedure for all food items listing them as non-cook, same day or complex.



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Program Year 2020

Millersburg Elementary Middle School (1621)
67240 CR 31
Goshen, IN 46528-9300

Food Service Contact
Ms. Vickie Richardson
Food Service Director
(574) 831-2188

Month of Review: February 2020
Date of Onsite Review: March 16, 2020

Meal Components & Quantities - Millersburg Elementary Middle School (1621)

406. Day of Review- the meal service is structured to comply with the required age/grade group meal pattern requirements when multiple menus and/or age/grade groups are served

Technical Assistance

Technical Assistance:

Discussed with Food service Director that when planning different serving sizes for elementary and middle school, separate Meal certification worksheets must be completed for each age group. A separate sheet was sent the next day.

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 February 3-7, one product did not have appropriate crediting documentation.

Corrective Action:

Staff determined a different product to serve. No further action required.

Technical Assistance:

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

General Program Compliance - Millersburg Elementary Middle School (1621)

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

Finding 9150: Storage violations were observed.

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Temperature is not appropriately maintained for walk in cooler.

Corrective Action:

Food Service Director contacted maintenance and correction was made on-site. No further action required.

Other Federal Programs - Millersburg Elementary Middle School (1621)

1827. Meal documentation for last five days of review period indicate required meal components available? Enter data.



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Technical Assistance

Technical Assistance:

Discussed with director that vegetable sub groups needed to be met during the week. Corrections were made for the remainder of the month.