

SNP Administrative Review Findings

Garrett-Keyser-Butler Community School Corporation (1820)

Program Year 2023

Garrett-Keyser-Butler Community School Corporation (1820)
801 East Houston St.
Garrett, IN 46738-1662

Food Service Contact
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No. of Sites / Reviewed: 4 / 3
Month of Review: December 2022

Commendations

- * Kitchen surfaces, equipment, walk-in cooler and freezer and storeroom were well maintained and clean. Nice job cleaning tables and serving lines in between serving groups.
- * The staff did a great job organizing and preparing for the Administrative Review. In addition, all staff were available to learn throughout the day while the review was conducted.
- * Batch cooking was taking place, which allows for a fresher meal for students.

Technical Assistance

- * When serving vegetables in a school serving multiple age groups, it is important to have a variety available and servings to meet the age group. K-8 students are required to have 3/4 cup of vegetable available on the serving line. The high school students are required to have a cup available. Signage stating they can have two servings of one vegetable or fruit is not adequately encouraging the students to take a full component. If they do not like the only vegetable or fruit served, then the student will decline taking a vegetable or fruit component that day. It is recommended that a variety of fruit and vegetables are offered daily.
- * The Federal regulations only allow 1/2 of the fruit or vegetable components for the week to be from juice. It was noted that students were allowed to take two juices for breakfast. This practice will need to be stopped and only 1 juice per student a day is allowed. They make take a juice and fruit, or two fruits or one juice or one fruit to meet the offer versus serve requirements of at least 1/2 cup of fruit or vegetable on the tray.
- * While the Administrative Review is considered complete, the 2022 Annual Financial Report will be reviewed and approved separately. Should corrective action be required for the AFR, this report could be amended.

Certification and Benefit Issuance - Garrett-Keyser-Butler Community School Corporation (1820)

126. *Certification: selected applications correctly approved*

Finding 9901: Selected applications correctly approved

Two applications were certified incorrectly or utilizing incomplete information. This contributed toward fiscal action calculations.

Corrective Action:

Corrections have been made to certification errors. Notifications were sent out to the families on January 25. No further corrections are required at this time.

Technical Assistance:

The reviewer discussed with the food service director that categorical applications whether written or on-line need to be checked to ensure the correct SNAP number or sequence of numbers are being used. If not, they need to contact the family for income information.

133. *Direct Certifications were correctly certified*

Finding 9024: Direct Certifications were not correctly certified

Direct certification documentation for selected students was reviewed for completeness and accuracy. One student was certified for free meals incorrectly.

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Corrective Action:

The notification letter was sent out January 31 to the family explaining that the student was not approved for Direct Certification. Corrections have been made in the POS; no further action is required.

Technical Assistance:

The reviewer discussed with the food service director the importance of confirming DC information is accurately recorded in the POS.

140. Direct Certification – updates to Benefits Issuance documents are made accurately and timely upon receipt of DC updates

Finding 9032: Direct Certification – updates to Benefits Issuance documents not made accurately and/or timely upon receipt of DC updates

The SFA did not make timely and accurate changes to the benefit issuance documents upon receipt of direct certification updates.

Corrective Action:

The student's status in the POS system needs to be updated as students are downloaded from the Direct Certification system to accurately record the number of direct certified students. If implemented as discussed, no further action required.

Technical Assistance:

The reviewer discussed with the food service director the importance of recording students benefits correctly to ensure accuracy on how the benefit is approved and to assist with accurately reporting information on the Verification report.

Meal Counting & Claiming - Garrett-Keyser-Butler Community School Corporation (1820)

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

Finding 9007: Meal Counting and Claiming 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 Meal Counting & Claiming procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: Field Trips and the pre-school meals counting and claiming procedures count the meals upon ordering and not when student receives the meal.

Corrective Action:

The food service director has implemented the pre-school pre-order form to be taken to the classroom and checked off after meals are served. A procedure is to be put into place for the Field Trips.

Technical Assistance:

Technical Assistance provided to address discrepancies or deficiencies in the SFA's Meal Counting & Claiming procedures identified from the Off-site Assessment Tool:

Resource Management Comprehensive Review - Garrett-Keyser-Butler Community School Corporation (1820)

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Finding 9000: Non-program revenue tool is missing cost and selling price of a la carte items

The non-program revenue tool does not list the cost of a la carte items and the selling price.

Corrective Action:

The SFA is to complete this section with the actual cost of items and the selling price to determine if they meet the requirements. The updated form is to be emailed to the Field Specialist.

The corrected form was received on February 2, 2023.

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Technical Assistance:

The reviewer discussed with the food service director on how to complete the form.

767. Nonprogram Revenue and Food Cost Ratio

Finding 9000: Additional Funds are needed for non-program food.

Non-program food cost exceeded the allowed ratio.

Corrective Action:

The food service director determined which a la carte items needed to be increased to have the non-program revenue exceed the cost. These items will be increased after the students return from spring break. A copy of the announcement and price increases are to be sent to the Field Specialist.

Technical Assistance:

The reviewer discussed with the food service director that the selling price for a la carte items needs to be at least 2.5-3 times the cost of the items.

General Program Compliance - Garrett-Keyser-Butler Community School Corporation (1820)

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Finding 9000: Missing Professional Standards training and documentation

Non-food service staff who assist with processing applications are to receive job specific training as well as civil rights training.

Corrective Action:

A completion of the Civil Rights training is to be emailed to the Field Specialist. Application Processing is to be completed by June 30, 2023. If implemented as discussed, no further action required.

SNP Administrative Review Findings**Garrett-Keyser-Butler Community School Corporation (1820)****Program Year 2023****Garrett Middle School (1331)**

801 East Houston St.
Garrett, IN 46738-1662

Food Service Contact

Ms. Annie Duckett
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Month of Review: December 2022

Date of Onsite Review: January 24, 2023

Meal Components & Quantities - Garrett Middle School (1331)

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 December 5-9, some meals served during the week reviewed did not meet the appropriate weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: The second entree line did not have a starchy vegetable served during the week.

Corrective Action:

A total of 61 meals were served without starchy vegetable subgroup the day it was offered on the remaining serving lines. This has been applied to fiscal action due to a repeat in findings for insufficient vegetable subgroups. The cycle menu is to be updated showing that all vegetable subgroups are met on each of the serving lines. A copy of one week's worth of production records are to be sent to the Field Specialist.

Technical Assistance:

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

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

Finding 9000: Insufficient Dark Green vegetable serving on main lines *Repeat Finding

The recipe for the side salad included iceberg and romaine lettuce. The one cup offered only contained 1/4 cup of dark green vegetable subgroup. This was the only dark green vegetable served during the week on these two serving lines. The weekly requirements for the dark green vegetable subgroup were not met.

Corrective Action:

A total of 271 meals were served that day on the main serving lines. This has been applied to fiscal action due to a repeat in findings for insufficient vegetable subgroups. The staff are to be trained on meal pattern requirements and how to document accurately on the production records. A copy of the training sign in sheet is to be emailed to the Field Specialist. A copy of production records has already been requested.

Technical Assistance:

The reviewer discussed with the food service director and manager the importance of ensuring that all serving lines have met the vegetable subgroups for the week. A variety of dark green vegetables need to be offered when serving a mixed green salad that does not have a complete serving of dark green salad mix.

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.

Productions 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 current production record does not accurately record all the components served each day. It

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does not have a column to record reimbursable students served from the extra entrees and adult sales or a break down for each age group served.

Corrective Action:

The staff are to be trained on how to use the IDOE production record or an approved production record to accurately document what is being prepared and served based on each age group. A copy of the training agenda and sign in sheet along with one week's worth of production records and menu is to be sent to the Field Specialist for review. The menu certification worksheets will need to be updated to reflect the correct information served when this week cycles next month.

Technical Assistance:

The school was provided technical assistance during the on-site visit. The review discussed with the Food Service Director and kitchen manager that the lack of details on the production records cannot confirm if the menu pattern is being met for each age group served in this cafeteria.

500. Day of Review- Offer vs. Serve was properly implemented**Finding 9078: School is not properly implementing Offer vs. Serve.**

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements where a student selected a reimbursable meal, the student was made to select an additional item(s).

Corrective Action:

The reviewer explained to the cashier that under offer versus serve the student only needs two full components and 1/2 cup of fruit or vegetable. The remaining students were not required to return and pick up a fruit and vegetable. The corrections were implemented on the serving line no further action is required.

Technical Assistance:

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

501. Cafeteria staff have been trained on OVS**Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.**

It was observed that not all staff members had completed offer versus serve training.

Corrective Action:

The reviewer conducted meal pattern and offer versus serve training for all staff members on February 2, 2023. No further action is required.

Technical Assistance:

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

SNP Administrative Review Findings

Garrett-Keyser-Butler Community School Corporation (1820)

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Ober Elementary School (1329)

801 East Houston St.
Garrett, IN 46738-1662

Food Service Contact

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Month of Review: December 2022

Date of Onsite Review: January 24, 2023

Other Federal Programs - Ober Elementary School (1329)

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.

Afterschool Snack Program operation at this site: August 22, 2022 - January 24, 2023. SFA monitoring visit was completed on January 20, 2023.

Corrective Action:

The food service director has noted in her calendar to complete the first monitoring before the fourth week of school is completed in the fall. If implemented as planned, this should resolve the problem.

Technical Assistance:

The reviewer discussed with the food service director that since the After School Program is conducted by non-food service staff members, it is important to review the site with in the first four weeks of operation to ensure that staff are accurately serving and recording meals.

9. On-site observation – snacks properly prepared, held served and stored?

Finding 9231: Snacks are not properly prepared, held, served, and stored according to the SFA's HACCP/food safety plan.

The milk was sitting out and not in a container to keep it cold. It was also observed that at the share table practices are not consistent with proper food safety practices.

Corrective Action:

The SFA is to show foods required to be served cold are kept cold before, during and after snack service.

11. DOR and Review Period Snacks missing components. Enter data

Finding 9233: Snacks missing meal components on Day of Review and Review Period disallowed.

The total number of snacks missing meal components counted for reimbursement on the Day of Review and the total number of snacks missing meal components claimed for reimbursement for the Review Period are disallowed. The yogurt yogurt product only contains .5 oz. of meat/meat alternate.

Corrective Action:

The yogurt will be replaced with a 4 oz. yogurt on the upcoming menu. No further action is required.

1700. ASSP – areas identified requiring TA, CA?

Finding 9155: Afterschool Snack Program areas required technical assistance or corrective action as noted on the Afterschool Snack Program review.

Areas requiring technical assistance: Areas requiring Corrective Action: Production records currently are being completed by the After School staff and not food service staff who are preparing the snacks.

Corrective Action:

The food service staff will start completing the production records. If implemented as discussed, no further corrective action is required.

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St. Joseph School (A735)

801 East Houston St.
Garrett, IN 46738-1662

Food Service Contact

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Month of Review: December 2022

Date of Onsite Review: February 2, 2023

Meal Components & Quantities - St. Joseph School (A735)

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, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Production records were not available for this site, delivery tickets were used to record the number of meals served.

Corrective Action:

A copy of one week's worth of production records are to be sent to the Field Specialist after a new production record has been initiated.

Technical Assistance:

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

General Program Compliance - St. Joseph School (A735)

1407. SFA written food safety plan is implemented

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Proper HACCP principles not observed: refrigerator and freezer temperatures were not adequately monitored and recorded. The food was served without proper heating or cooling equipment on the serving line.

Corrective Action:

The staff agreed to create a temperature log sheet for the refrigerator and freezer with space to log the dishwashing test strip results. The staff are researching purchasing ways to keep food cold and hot on the serving line. If implemented as discussed, no further action is required.

Technical Assistance:

The review discussed that monitoring temperatures needs to be documented to ensure that temperatures are being maintained.