

SNP Administrative Review Findings

Goshen Community Schools (2315)

Program Year 2022

Goshen Community Schools (2315)

613 East Purl Street
Goshen, IN 46526-4044

Food Service Contact

Mr. Christopher Dixon
Director of School Nutrition
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cdixon@goshenschools.org

Executive Contact

Dr. Steve Hope
Superintendent
(574) 533-8631
shope@goshenschools.org

No. of Sites / Reviewed: 12 / 4
Month of Review: February 2022

Commendations

- * Staff were willing to work with reviewers to correct what they were able to correct on site.
- * Heather Bontrager and Marci Franks worked diligently on correcting as many errors as possible before the review period started.

Resource Management Comprehensive Review - Goshen Community Schools (2315)

753. Internal Controls

Finding 9000: Lack of Internal Controls to ensure Program Regulations are followed regarding Financial Management

There seems to be a lack of school administration oversight regarding the responsibility and use of school nutrition program funds. Reviewers attempted to validate the reported numbers on the Annual Financial Statement for the previous year but have not been provided the information in a timely manner. It was reported that an internal audit is currently being conducted and this was a reason for the delay.

Corrective Action:

Full transparency regarding how program funds (revenue and expenditures) are collected, recorded, and used is a required part of the maintenance of the food service account. The state agency will await the results of the internal audit prior to completion of the review. As a part of corrective action, the school corporation must provide a copy of the internal audit to the State Agency, make corrections to any prior year Annual Financial Reports that are incorrect, and then respond to any additional corrective action that is necessary once the results of the internal audit and the rest of the resource management review is completed.

General Program Compliance - Goshen Community Schools (2315)

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. *Repeat Finding

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: Current Wellness Policy does not have two goals for Nutrition Education, Marketing guidelines or non-sold food guidelines.

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: A plan on how the Wellness Policy will be updated is to be mailed to the Field Specialist.

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:

SNP Administrative Review Findings

Goshen Community Schools (2315)

Program Year 2022

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

Technical Assistance: Recommend Trainings

The reviewer discussed with interim food service director that all staff should take offer versus serve, production record training, after school snack if in a school that operates the program, weight versus volume, and Back to the Basics Meal Pattern,

1217. SFA's process and frequency for tracking training hours is sufficient

Technical Assistance: Training Log Documentation

The reviewer recommends that the new food service director use one of the approved tracking log sheets to record as proof that all staff members are receiving their required job specific training. Sample log sheets may be found on our website at www.in.gov/doe/nutrition/professional-standards/



SNP Administrative Review Findings

Goshen Community Schools (2315)

Program Year 2022

**Chamberlain Elementary School
(1829)**

613 East Purl Street
Goshen, IN 46526-4044

Food Service Contact

Mrs. Becky Shrock
Cafeteria Manager
(574) 534-2691

Month of Review: February 2022

Date of Onsite Review: March 8, 2022

No Findings during Site 1829 Review



SNP Administrative Review Findings

Goshen Community Schools (2315)

Program Year 2022

Goshen Intermediate School (2318)

613 East Purl Street
Goshen, IN 46526-4044

Food Service Contact

Mrs. Joyce Frye
Cafeteria Manager
(574) 533-8631

Month of Review: February 2022

Date of Onsite Review: March 9, 2022

No Findings during Site 2318 Review

SNP Administrative Review Findings

Goshen Community Schools (2315)

Program Year 2022

Model Elementary School (1633)

613 East Purl Street
Goshen, IN 46526-4044

Food Service Contact

Mrs. Heather Tuttle
Cafeteria Manager
(574) 533-7677

Month of Review: February 2022

Date of Onsite Review: March 9, 2022

General Program Compliance - Model Elementary School (1633)

811. *The USDA "And Justice for All" poster is displayed in a prominent location and visible to recipients of benefits*

Technical Assistance:

The reviewer observed as the classes came in for the last lunch line there was separation by gender. The separation occurred when the students were in line to receive their meal but did not affect where they sat in the lunchroom. The manager was alerted to this situation and immediately sent an email to all the teachers that there should be no mandatory separation by gender in the lunch line. If this is clearly understood, no further action is necessary.

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

Finding 9000: Freezer door release latch from inside does not work reliably - Safety Violation

When staff go into the freezer, they must prop the door open or run the risk of not being able to get out of the freezer. This is an issue for both maintaining proper temperatures for the freezer items and a risk for the employee.

Corrective Action:

Repairing the latch or putting an alarm on the inside of the freezer is required for corrective action. Please provide actual evidence that this has been completed. At the exit conference it was confirmed that a procedure was put into place that no one entered the freezer without a second staff member present. The current fan is causing the door to stick. While this is not an ideal fix to the problem as it is unrealistic to always have two people around when entering the freezer, we urge a safer long-term solution to this problem, but will accept this as a temporary solution. No further response is required.

SNP Administrative Review Findings

Goshen Community Schools (2315)

Program Year 2022

St. John Evangelist School (B020)

613 East Purl Street
Goshen, IN 46526-4044

Food Service Contact

Ms. Mary Yontz
Cafeteria Manager
(574) 534-4710

Month of Review: February 2022

Date of Onsite Review: March 8, 2022

Other Federal Programs - St. John Evangelist School (B020)

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: 8/9/2021 - 5/20/2022. SFA monitoring visit 3/2/2022.

Corrective Action:

Staff developed a spread sheet to track all required monitoring for all the schools. No further action required.

Technical Assistance:

The reviewer discussed with staff the importance of completing the first monitoring of the After School Snack Program within the first four weeks of operation.

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

Finding 9000: Review month missing production records and meal count sheets

The following days did not have documentation for claims to be recorded February 1, 8, 9, 11, 22, and 25 which the acting director disallowed meals.

Corrective Action:

The staff at St. John who are recording meal counts are to be re-trained on the procedures for accurately recording meal counts. This was completed before the exit conference, no further action required.

Technical Assistance:

The reviewer discussed with the interim food service director the importance of training the staff at St. John on how to properly record meal counts. All meals were disallowed by the interim food service director before the February claim was entered.

Meal Counting & Claiming - St. John Evangelist School (B020)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9000: Meal Counting for Pre-school meals not at POS.

Teachers were returning to the line after students were seated to report the meal counts.

Corrective Action:

Staff are to be trained to take meal counts at the POS. A written procedure is to be sent into the Field Specialist explaining how meal counts are to be taken at POS for the pre-school students. This site will no longer be a site with Goshen Community Schools, thus corrective action will not need to be reported through Goshen Community Schools. No further action required.

Technical Assistance:

Review discussed with Interim Food service Director and school cashier that they have a potential error of ringing in the wrong student after the child has been seated. Recommend using the classroom roster and student stopping to be recorded at the time they receive their meal.

SNP Administrative Review Findings
*Program Year 2022***Goshen Community Schools (2315)****Meal Components & Quantities - St. John Evangelist School (B020)**

404. *Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk*

Technical Assistance: Need Served signage and not OVS signage

Reviewer discussed with Interim Food Service Director and kitchen staff that the OVS sign should be removed and a sign describing a complete meal be posted. During exit conference, it was confirmed that this has been corrected.

General Program Compliance - St. John Evangelist School (B020)

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

Finding 9150: Storage violations were observed.

The SFA must ensure that all 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 milk. The last class was served milk at 45 degrees.

Corrective Action:

Staff are to find a way to keep milk below 41 degrees. A procedure is to be sent to the Field Specialist. At the exit conference, staff explained that the milk is being returned to the refrigerator between each class meal service. No further action is required.

Technical Assistance:

Reviewer discussed with Interim Food Service Director and kitchen staff the issue of not keeping milk below 41 degrees during meal service.

1502. *Records are retained for 3 years*

Finding 9000: After School Snack meal count sheets not available for review.

All meal count records have not been kept for the After School Snack Program.

Corrective Action:

Staff are to be re-trained on what records are required to be kept for this federal funded program. Documentation that St. John staff have been trained on keeping required documents are to be emailed to the Field Specialist. This site will no longer be under Goshen Community Schools sponsorship; thus, no corrective action is required for Goshen Community Schools.