

**SNP Administrative Review Findings****Greenfield Central Community School Corporation (3125)*****Program Year 2022***

**Greenfield Central Community School Corporation (3125)**  
110 W. North Street  
Greenfield, IN 46140-2172

**Food Service Contact**  
Mrs. Amanda C. Stout  
Director of Food Services  
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**Executive Contact**  
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No. of Sites / Reviewed: 8 / 2  
Month of Review: October 2021

**Commendations**

First, the SCNP thanks the SFA for hosting one of the 2022 Administrative Review Trainings this past fall. This is very much appreciated. Next, the SFA courageously agreed to be the first SNP Administrative Review in almost two years in East Central Indiana. With that being said, the SFA was extremely well-prepared and organized for their 2022 AR. The SFA is to be commended for all their hard work put forth in preparing for the administrative review. We appreciate that all staff members are very conscientious about following the USDA guidelines. The review results reflect their work.

**Resource Management Comprehensive Review - Greenfield Central Community School Corporation (3125)****773. Proper Classification of Costs (Direct/Indirect)****Finding: Indirect cost charged directly to the food service account**

During review it was found that the school food authority (SFA) is being charged a percentage of the trash and pest control bills directly using historical data to calculate the amount.

**Corrective Action:**

Please create and submit an internal policy to ensure utilities are charged as an indirect cost to the nonprofit food service account. Please include how that amount is calculated and internal controls to ensure "double dipping" of expenses does not occur. Please update the 2021 Annual Financial Report (AFR) to include the amount of indirect cost paid out of the nonprofit food service account.

SNP Administrative Review Findings

Greenfield Central Community School Corporation (3125)

Program Year 2022

Greenfield Intermediate School (2593) Food Service Contact

110 W. North Street  
Greenfield, IN 46140-2172

Mrs. Sheryl Adams  
Manager  
(317) 462-6778

Month of Review: October 2021

Date of Onsite Review: December 1, 2021

Meal Components & Quantities - Greenfield Intermediate School (2593)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

**Finding: Insufficient Grains Served at Lunch for the Review Week**

While the daily grain requirement was met, an insufficient amount of grain was served over the course of the review week. Due to the meal pattern requirements, a minimum of one ounce of grain is required daily, but over the course of the week, a minimum of eight ounces of grain must be offered. This requires the menu planner to add an extra grain on some days. Keep in mind there is no maximum grain requirements if the planned menus are within the calorie requirements.

**Corrective Action:**

While on-site the planned menus were checked and if applicable corrected to ensure all lunch weeks had a minimum of eight grain servings. In the future, planned menus should include at least eight grain equivalency ounces for lunch each week. NO FURTHER CORRECTIVE ACTION REQUIRED.

**Technical Assistance:**

Technical assistance was conducted on this specific finding while on-site.

General Program Compliance - Greenfield Intermediate School (2593)

**Technical Assistance on Buy American Provision**

Technical assistance was conducting on the Buy American Provision regarding the Child Nutrition Program.

**SNP Administrative Review Findings**

**Greenfield Central Community School Corporation (3125)**

*Program Year 2022*

**Weston Elementary School (2609)**

110 W. North Street  
Greenfield, IN 46140-2172

**Food Service Contact**

Mrs. Donna Mills  
Manager  
(317) 462-3562

Month of Review: October 2021

Date of Onsite Review: November 29, 2021

**General Program Compliance - Weston Elementary School (2609)**

**Food Safety Plan Technical Assistance**

Technical assistance was conducted regarding the location of the food safety plan booklet. On the day of the lunch observation, the booklet was found to be stored in the manager's office on a covered shelf. This booklet was moved immediately per the field specialist's request to the kitchen area for easy access to the food service staff members.

*1408. Temperature logs are available*

**Finding 9149: Temperature logs unavailable for review.**

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs were unavailable for Weston Elementary School.

**Corrective Action:**

During the onsite week, staff were retrained on this requirement and began documenting temperature logs. NO FURTHER CORRECTIVE ACTION REQUIRED.

**Technical Assistance:**

A technical assistance was conducted on this specific finding.

*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, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The temperatures are not documented for any cooling equipment units.

**Corrective Action:**

During the onsite week, staff were retrained on this requirement and began documenting temperature logs for all cooling equipment units. NO FURTHER CORRECTIVE ACTION REQUIRED.

**Technical Assistance:**

A technical assistance was conducted on this specific finding.