

SNP Administrative Review Findings

Hamilton Community Schools (7610)

Program Year 2024

Hamilton Community Schools (7610)

903 South Wayne St.
Hamilton, IN 46742-9755

Food Service Contact

Mrs. Sherrie Curcio
Food Service Director
(260) 488-2513
Sherrie.curcio@hcs.k12in.us

Executive Contact

Dr. William Reichhart
Interim Superintendent
(260) 488-2513
william.reichhart@hcs.k12.in.us

No. of Sites / Reviewed: 2 / 1
Month of Review: December 2023

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.
- * Staff were willing to work with reviewers to immediately correct some issues when noted during the onsite review.
- * Head cooks were keeping track of the number of servings left over after each meal period to help determine what was needed for the next group. This helped with batch cooking and over preparation of food.

Technical Assistance

- * The non-program food revenue tool indicated that enough revenue was being received to cover the cost of non-program food. Although, it was noted that not all of the a la carte items are priced at 2.5 to three times the cost which could eventually put the system at a loss. It is recommended that the food service staff review the prices of their a la carte items.
- * It was observed that 3 production records were filled out for each grade groupings, K-5; 6-8; 9-12. Since all students are served the same menu, it was suggested to record everything on one production record and note which items are only available for the high school students, since they require the larger portions of some components daily and weekly.
- * The reviewer recommends adding second choices for the Jr. High students especially when the High School Students do not choose all the salads and wraps plates prepared for that day.
- * The school district is under the bid process of the co-op group Food2School. It is highly recommended that the food service director attends their monthly meetings to provide input as to what items are being chosen for the bids and to learn from other directors.

Certification and Benefit Issuance - Hamilton Community Schools (7610)

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. Two students were listed on the DC list as Medicaid free and benefit issuance listed them as reduced.

Corrective Action:

Notification letters were sent out immediately to the families notifying them that they are qualified for free meals. A procedure needs to be written to ensure the Direct Certification list is pulled and information is accurately transferred to the POS system in a timely manner. A copy of the procedure is to be sent to the Field Specialist.

Technical Assistance:

The reviewer discussed with the food service director the importance of accurately transferring direct certification information.

Verification - Hamilton Community Schools (7610)

207. *SFA completed verification and verified applications on file match FNS-742. Reviewer: Enter VSR for SBOA on Finding*

Finding 9036: Verified applications on file do not match number reported on FNS-742.

The SFA's response to question #200 of the Off-site Assessment Tool and the number of Verified applications reported on the FNS-742 are inconsistent with the number of Verified applications on file.

SNP Administrative Review Findings**Hamilton Community Schools (7610)****Program Year 2024**

The number of applications recorded for October 1 and students for October 31 included students who turned in applications and were considered DC. Section 4 included those who were receiving DC benefits and were also recorded on the report in section 3.

Corrective Action:

The SFA updated the report on-site. **If implemented as corrected, no further action is required.**

Technical Assistance:

The reviewer explained to the food service director that all applications received which had students found on the DC list need to be removed from the application pool before starting the verification process.

*215. SFA completed verification by November 15***Finding 9048: Verification not completed by November 15.**

For the current school year, the SFA did not complete its Verification process prior to November 15. The SFA did not have an extension approved by the SA, allowing the SFA to complete its Verification process by December 15.

Corrective Action:

The original letter sent out requesting verification had the due date listed as November 27, 2023. The SFA is to be sure all staff processing verification complete verification training. Training must be completed in Moodle and documentation of completion is to be sent to the Field Specialist.

Technical Assistance:

The reviewer explained to the food service director that verification was to be completed by November 15.

Meal Counting & Claiming - Hamilton Community Schools (7610)*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 Trip meal counts were taken from the meals pre-ordered.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Meal Counting & Claiming procedures identified from the Off-site Assessment Tool: A procedure is to be written showing that meals served are marked at the point of service as the students are receiving their meal. A copy of the procedure is to be sent to the Field Specialist.

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: The reviewer discussed with the food service director the importance of counting the Field Trip meals at the point of service. Either students can come down before the field trip and pick up their sack lunch to be recorded or teachers may record the meals on the roster as they hand them out.

General Program Compliance - Hamilton Community Schools (7610)*1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training***Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually**

At the time of the review, there were non-food service employees conducting duties related to program requirements who had not been trained.

SNP Administrative Review Findings**Hamilton Community Schools (7610)****Program Year 2024****Corrective Action:**

Annual training for all staff with food service responsibilities is a program requirement. As corrective action, provide written procedures for outlining the training requirements to ensure this requirement will be met. For the employees identified as needing training during the review, provide proof of training such as certificates, or agenda of topics covered with attendee names and signature. The SFA is to send documentation to the Field Specialist.

Technical Assistance:

The reviewer discussed with the food service director and superintendent that all staff assisting with application processing and verification needs to complete Civil Rights, application processing training and verification training in Moodle <https://moodle.doe.in.gov/>.

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

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: The plan is missing documentation of what food items fall into Process 1 (no cook, Process 2 (cook, serve and destroy) and Process 3 (cook, serve, cool down and reheat). The plan did not have the Standard Operating Procedures for keeping food safe in the school. The staff listing and equipment list needs to be reviewed to determine if they are correct.

Corrective Action:

The SFA is to update the Food Safety Plan and send a copy of the updated pages to the Field Specialist.

Technical Assistance:

The reviewer discussed with the food service director and superintendent the importance of keeping an updated Food Safety Plan and training staff on the standard operating procedures. Guidance may be found on our website at <https://www.in.gov/doe/nutrition/food-safety/>.

SNP Administrative Review Findings

Hamilton Community Schools (7610)

Program Year 2024

Hamilton Jr-Sr High (7885)

903 South Wayne St.
Hamilton, IN 46742-9755

Food Service Contact

Mr. Adam Cool
Food Service Director
(260) 488-2513

Month of Review: December 2023

Date of Onsite Review: January 16, 2024

Meal Components & Quantities - Hamilton Jr-Sr High (7885)

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

Finding 10139: Production Records

The following issues were noted with production records: Production records were incomplete.

Corrective Action:

As corrective action completed lunch production records for one week must be submitted to the Field Specialist.

Technical Assistance:

The reviewer met with the food service director and kitchen staff to explain how to complete the production records. The reviewer explained that not filling out all of the required areas, does not give accurate information to calculate if all meal components are served.

General Program Compliance - Hamilton Jr-Sr High (7885)

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: Improper or insufficient personal hygiene - missing hairnets.

Corrective Action:

The kitchen staff are required to have hair restraints on such as hairnets, visors, or baseball caps. The staff have agreed to start wearing hair restraints. The current Food Safety Plan Personnel Hygiene SOP is to be reviewed with staff. A copy of the training agenda and sign in sheet is to be emailed to the Field Specialist.

Technical Assistance:

The reviewer explained to all kitchen staff that although the local health department does not require hair restraints, it is a requirement from FNS.

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. All food is not stored at least 6 inches off the floor in the freezer.

Corrective Action:

The food service director had received in a shipment of food the day before during a school closure and did not secure that all food was stored off the floor in the freezer. It was corrected on-site by placing a container in the freezer to hold the newly received boxes of food off the floor. **If implemented as corrected, no further action is required.**

Technical Assistance:

The reviewer explained to the food service director that when receiving food in the freezer, enough storage space needs to be made available to keep all cases of food off the direct floor.