



**SNP Administrative Review Findings**

**School City of Hammond (4710)**

*Program Year 2023*

**School City of Hammond (4710)**

41 Williams Street  
Hammond, IN 46320-1948

**Food Service Contact**

Ms. Christine R Clarahan  
Director of Food and Nutrition  
(219) 933-2400  
crclarahan@Hammond.k12.in.us

**Executive Contact**

Mr. Scott E Miller  
Superintendent  
(219) 933-2400  
SEMiller@hammond.k12.in.us

No. of Sites / Reviewed: 18 / 4  
Month of Review: December 2022

**Commendations**

- \* - The food safety plan is very well put together and is very detailed. Great job with updating it.
- Menu planning was well done and documentation for menu review was done with great detail.
- All kitchens were clean and staff was knowledgeable of program requirements.

**Technical Assistance**

- \* The State Agency is suggesting that you increase time between breakfast and lunch service if possible. Some students are eating these meals only an hour and a half apart.

**No Administrative Findings during Review**



**SNP Administrative Review Findings**

**School City of Hammond (4710)**

*Program Year 2023*

**Edison Elementary School (4449)**

41 Williams Street  
Hammond, IN 46320-1948

**Food Service Contact**

Ms. Tina Callahan  
Kitchen Manager  
(219) 933-2464

Month of Review: December 2022

Date of Onsite Review: February 9, 2023

**No Findings during Site 4449 Review**

**SNP Administrative Review Findings**

**School City of Hammond (4710)**

*Program Year 2023*

**Irving Elementary School (4455)**

41 Williams Street  
Hammond, IN 46320-1948

**Food Service Contact**

Ms. Porche Tatum  
Kitchen Manager  
(219) 933-2467

Month of Review: December 2022

Date of Onsite Review: February 6, 2023

**Meal Components & Quantities - Irving Elementary School (4455)**

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

**Technical Assistance - Production Record Keeping**

**Technical Assistance:**

The production record is not being consistently filled out. The field "total purchase units prepared" should be filled out for each item on the production record. This was discussed with the FSD and manager and it is understood.

**General Program Compliance - Irving Elementary School (4455)**

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

**Technical Assistance - Date marking food items**

**Technical Assistance:**

In the dry storage room at Irving cans were not being date marked consistently. When cans are pulled from their original case, please ensure you transfer the date mark from the original case to each individual can.

**SNP Administrative Review Findings**

**School City of Hammond (4710)**

*Program Year 2023*

**Morton High School (4417)**

41 Williams Street  
Hammond, IN 46320-1948

**Food Service Contact**

Ms. Vicky Martinez  
Kitchen Manager  
(219) 989-7316

Month of Review: December 2022

Date of Onsite Review: February 8, 2023

**Meal Components & Quantities - Morton High School (4417)**

*500. Day of Review- Offer vs. Serve was properly implemented*

**Technical Assistance - Offer Versus Serve**

**Technical Assistance:**

During lunch service on February 8th, there was one cashier who was requesting students take an additional 1/2 cup of fruit or vegetable when they already had a reimbursable meal. This was discussed with the FSD and lunch manager at Morton. The cashier has already taken OVS training but will retake the training as a refresher.

**SNP Administrative Review Findings**

**School City of Hammond (4710)**

*Program Year 2023*

**O'Bannon Elementary School (4484)**

41 Williams Street  
Hammond, IN 46320-1948

**Food Service Contact**

Ms. Angie Benavidez  
Kitchen Manager  
(219) 989-7360

Month of Review: December 2022

Date of Onsite Review: February 7, 2023

**Meal Components & Quantities - O'Bannon Elementary School (4484)**

*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 - Meal Signage**

**Technical Assistance:**

The reimbursable meal signage at O'Bannon is fantastic, however, it's only near one of the service lines. While this meets the requirement for meal signage, please consider adding some additional signs on your other service line, so all students can see it.