

SNP Administrative Review Findings

Hanover Community School Corp (4580)

Program Year 2024

Hanover Community School Corp (4580)

14525 Wicker Avenue
Cedar Lake, IN 46303-8523

Food Service Contact

Mrs. Michelle L Philipp
Director of Nutrition Services
(219) 374-3921
mphilipp@hanover.k12.in.us

Executive Contact

Mrs. Mary Tracy-MacAulay
Superintendent
(219) 374-3500
mtracy@hanover.k12.in.us

No. of Sites / Reviewed: 5 / 1
Month of Review: December 2023

Commendations

- * - Kitchen surfaces, equipment, walk-in cooler and freezer and storeroom were well maintained and clean. The staff did a nice job cleaning tables and serving lines in between serving groups.
- The food service staff did a terrific job planning, organizing, and preparing for their 2024 Administrative Review. Staff were very professional and conscientious about meeting the School Nutrition Program Requirements.

Certification and Benefit Issuance - Hanover Community School Corp (4580)

126. *Certification: selected applications correctly approved. This serves as a reminder to the reviewer that FA must include the MOR and the Month of the on-site review.*

Finding 9901: Selected applications correctly approved

One application was certified incorrectly or utilizing incomplete information. Student was approved using a case number on an income application. FSD confirmed it was a correct and valid Medicaid number and approved it at face value, however, the reviewer could not validate the case number. It was determined the student is not eligible for meal benefits via the Medicaid status and did not qualify for benefits based on income.

Corrective Action:

The FSD sent a letter to the household on February 6, 2024, notifying the family they will no longer receive free meals. **This is sufficient and no further action is necessary.**

133. *Direct Certifications were correctly certified*

Technical Assistance - Direct Certification

Technical Assistance:

Two students identified during the benefit issuance review received a lesser benefit than qualified. Due to a notification error in CNPweb, the SFA was unaware of the increased benefits for these students. The reviewer provided technical assistance onsite regarding how to identify the new changes. The school food service director implemented the new changes on January 26, 2024.

SNP Administrative Review Findings

Hanover Community School Corp (4580)

Program Year 2024

Red Cedars Elementary (3780)

14525 Wicker Avenue
Cedar Lake, IN 46303-8523

Food Service Contact

Mrs. Linda Marks
Kitchen Manager
(219) 587-3400

Month of Review: December 2023

Date of Onsite Review: January 26, 2024

Meal Components & Quantities - Red Cedars Elementary (3780)

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

Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week

The meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned menus for the menu certification week, there were insufficient serving sizes offered for the grain component. You may only credit 2 oz equivalents per week of dessert grain items. The yogurt pack served at Red Cedars includes a graham cracker each day.

Corrective Action:

As corrective action, provide revised menus showing the meal pattern is met for the daily and weekly requirements for each grade group being served.

Technical Assistance:

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>

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: the production record did not detail all choices offered within one or more meal components. The dinner roll served with the salad needs to be included on the production record as students also can purchase it as an a la carte item.

Corrective Action:

The state agency and FSD discussed that the dinner roll needs be included on the production record. **If implemented as discussed, no further action is necessary.**

General Program Compliance - Red Cedars Elementary (3780)

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. There is ice buildup in the walk in freezer, and some of the ice has built up on food stored in the freezer

Corrective Action:

The kitchen manager and food service director are both aware of the ice buildup; a repair was recently made to the freezer which should fix the issue. **Clean any ice off the shelves and boxes of food and if the repair is successful, no further action is necessary.**