

**SNP Administrative Review Findings**

**School Town of Highland (4720)**

*Program Year 2023*

**School Town of Highland (4720)**

9145 Kennedy Avenue  
Highland, IN 46322-2460

**Food Service Contact**

Mrs. Britni Luster  
Food Service Director  
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**Executive Contact**

Ms. Jean Gogolak  
Deputy Treasurer  
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No. of Sites / Reviewed: 6 / 2  
Month of Review: December 2022

**Certification and Benefit Issuance - School Town of Highland (4720)**

*133. Direct Certifications were correctly certified*

**Finding 9024: Direct Certifications were not correctly certified**

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for reduced meals by an application when they should have been free based on direct certification.

**Corrective Action:**

The SFA is required to notify the nine households that they will be placed on free meals. Please upload the letters to the review tool for corrective action.

The letters have been uploaded to the review tool. No further action is necessary.

**Verification - School Town of Highland (4720)**

*209. Verified applications were properly selected, correctly replaced (if necessary), and correctly verified*

**Finding 9042: Selected applications not verified correctly.**

Based on the verified applications selected for review, the post verification determination was incorrect for one or more applications. One application selected for verification was incorrectly verified; the income on the paystubs was incorrectly processed resulting in the household staying on reduced benefits.

**Corrective Action:**

The selected application's income is too high to receive meal benefits and the household is to be notified that they will be taken off benefits. Please send a letter to the household and upload the letter to the review tool corrective action.

The letter has been uploaded to the review tool - no further action is necessary.

**SNP Administrative Review Findings**

**School Town of Highland (4720)**

**Program Year 2023**

**Highland High School (4281)**

9145 Kennedy Avenue  
Highland, IN 46322-2460

**Food Service Contact**

Mrs. Cheryl Kemp  
Kitchen Manager  
(219) 922-5610

Month of Review: December 2022

**Meal Components & Quantities - Highland High School (4281)**

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 records at Highland high school are being incorrectly filled out. Some food items are documented by the number of pounds while others are documented with the number of servings. All items served in your cafeteria needs to have the total purchase units of food prepared and the individual number of servings prepared and served.

501. Cafeteria staff have been trained on OVS

**Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.**

There was one cashier who was telling students to go back and grab additional items when they already had a reimbursable meal.

**Corrective Action:**

The state agency is requesting that this cashier be trained in offer versus serve. Please upload the certificate to the review tool when completed for corrective action.

The cashier completed the training as of February 8, 2023 - no further action is necessary. The certificate is attached to the review tool.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit.

**General Program Compliance - Highland High School (4281)**

1105. Foods and beverages sold to students during the school day meet Smart Snacks standards

**Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.**

One food item sold to students during the school day including a la carte foods and beverages sold during meal services do not meet Smart Snacks standards. The cheese filled soft pretzel is not Smart Snack compliant and must not be sold in your cafeteria any longer.

**Corrective Action:**

The SFA, lunch manager, and food service director have discussed that the item in question is not compliant. This is agreed and the school will no longer provide the item for sale. No further action is necessary.

**Technical Assistance:**

Please find our Smart Snack website useful and assessing future food items - <https://www.in.gov/doi/nutrition/smart-snacks-in-schools/>.

**SNP Administrative Review Findings**  
*Program Year 2023*

**School Town of Highland (4720)**

1406. *The most recent food safety inspection report is posted in a publicly visible location*

**Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

Most recent food safety inspection report is not posted in a publicly visible location.

**Corrective Action:**

The kitchen manager at Highland High School has moved the health inspection report to a publicly visible area and no further action is necessary.

1411. *Review of agricultural food components indicates violations of the Buy American provision*

**Technical Assistance - Buy American Provision**

**Technical Assistance:**

The school had cucumbers that were a product of Mexico. The state agency recognizes that many food products are difficult to acquire at this time, however, please keep in mind that you are using federal tax dollars to purchase these products. Please make every effort to purchase products that are from the United States.

**SNP Administrative Review Findings**

**School Town of Highland (4720)**

*Program Year 2023*

**Merkley (Mildred) Elem School (4290)**

9145 Kennedy Avenue  
Highland, IN 46322-2460

**Food Service Contact**

Mrs. Melissa Wright  
Kitchen Manager  
(219) 922-5640

Month of Review: December 2022

**Meal Components & Quantities - Merkley (Mildred) Elem School (4290)**

*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 records at Merkley are being incorrectly filled out. Some food items are documented by the number of pounds while others are documented with the number of servings. All items served in your cafeteria needs to have the total purchase units of food prepared and the individual number of servings prepared and served.

**General Program Compliance - Merkley (Mildred) Elem School (4290)**

*1411. Review of agricultural food components indicates violations of the Buy American provision*

**Technical Assistance - Buy American Provision**

**Technical Assistance:**

The school had cucumbers that were a product of Canada. The state agency recognizes that many food products are difficult to acquire at this time, however, please keep in mind that you are using federal tax dollars to purchase these products. Please make every effort to purchase products that are from the United States.