

**SNP Administrative Review Findings**

**John Glenn School Corporation (7150)**

**Program Year 2023**

**John Glenn School Corporation (7150)**

101 John Glenn Dr  
Walkerton, IN 46574-1440

**Food Service Contact**

Mrs. Glenda M Smith  
Food Service Director  
(574) 586-3184  
gsmith@jgsc.k12.in.us

**Executive Contact**

Mr. Christopher Winchell  
Superintendent  
(574) 586-3129  
cwinchell@jgsc.k12.in.us

No. of Sites / Reviewed: 4 / 1  
Month of Review: January 2023

**Commendations**

- \* The SFA is very organized and detail-oriented. This led to minimal findings during the review period.
- \* The high school staff is eager to try new menu items and cook from scratch as an attempt to increase breakfast and lunch meal participation.

**Technical Assistance**

- \* When serving gravy at breakfast, each student should be served the same amount. If the server is using a ladle, they should only be serving that amount. They should not be adding another partial ladle of varying amounts. If a larger serving size is desired, use the appropriate ladle size and ensure the increased serving size is still within the nutritional requirements of breakfast.
- \* While having a cycle menu is best, the SFA is reminded to keep the menu new and fresh, keeping participation rates high. When the same meals are offered month after month, students become bored and participation rates drop. Suggestions to increase participation include adding new items to the menu, planning menus based on seasonal growing cycles, taking suggestions from staff and students, scratch cooking when possible, and adding flavor/seasoning to meats and vegetables.
- \* Explore the possibility of offering a reimbursable meal from the a la carte line. Most components are already offered on the a la carte line. This would allow students with limited funds to purchase from the a la carte line while also increasing meal participation.
- \* Breakfast participation is very low corporation-wide. The food service department might survey the students to discover the reasons they do not participate in breakfast. Also, they could ask what additional items students would like at breakfast to entice them to eat.
- \* The food service director should strive to visit all schools, at minimum, a few times per month. It is also highly recommended to hold regular manager meetings to discuss current kitchen issues and train.

**Meal Counting & Claiming - John Glenn School Corporation (7150)**

316. Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA

**Finding 9000: Charge Policy**

The SFA was not following their written charge policy procedures.

**Corrective Action:**

The SFA will draft new written procedures for charging. Please submit the new procedures as corrective action.

**SNP Administrative Review Findings****John Glenn School Corporation (7150)****Program Year 2023****John Glenn High School (7453)**101 John Glenn Dr  
Walkerton, IN 46574-1440**Food Service Contact**Mrs. Glenda M Smith  
Food Service Director  
(574) 586-3184

Month of Review: January 2023

Date of Onsite Review: February 15, 2023

**Meal Components & Quantities - John Glenn High School (7453)***401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components***Finding 9000: Exceeding Juice Limit**

While observing breakfast, students were allowed to select two ½ cup juice items as part of their reimbursable meal. If a school is offering juice five days per week, the maximum amount a student is allowed to select for their meal is one ½ c serving to comply with the USDA requirement that only 50% of the fruit offerings be in the form of juice. The other 1/2c serving of fruit must come from fruit served whole or chunks, fresh, frozen or canned.

**Corrective Action:**

The SA provided technical assistance to the FSD, kitchen manager, and cashier explaining the fruit juice standard. The sponsor is now aware of the standard and will implement with all future meals. The sponsor was able to correct the issue immediately. No further action is required.

*403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines***Finding 9000: Milk Substitute**

On day of review, it was observed that the reviewed school had students with a lactose intolerance but did not offer a milk substitute. A milk substitute must be offered as the milk component to students with a lactose intolerance. Otherwise, the meal would be considered non-compliant since all components were not offered.

**Corrective Action:**

The school has ordered a compliant milk substitute to be delivered with their next food order. The sponsor corrected the issue immediately. No further action is required.